MINUTES

August 11, 1986 - July 11, 1988

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 11, 1986

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 11, 1986 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mr. Ellis
Dr. Hairston
Mr. Moss
Mr. Ray
Dr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Stern, Assistant Library Director, Miss Lorena Ammar, Administrative Assistant, and Miss Karen Philippi, Library Automation Specialist.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Amend and Approval of Minutes. The President reported that a paragraph on Election of Officers was omitted from the July 11, 1986 minutes. She suggested that the minutes be amended to include the report of the Nominating Committee - Election of Officers. Afterwards, the minutes of the July 11, 1986 meeting were approved as amended.

Library Automation. The Library Director introduced Ms. Karen Philippi, the Library's recently hired Automation Specialist. Ms. Philippi gave a report on her activities since taking over as Automation Specialist on June 2, 1986. Her report included the following:

1. Meeting with and working with staff in all departments at the Charleston library and all branches.

2. Completion of a detailed inventory of all computer equipment the total value of which is $388,000.

3. Exploratory investigation of central processing unit (CPU) equipment upgrading with Dr. Michael Starling, computer specialist at Union Carbide and President of Elk Valley Library Advisory Board.

4. Phasing in of Public Access Terminals.

Ms. Philippi was then excused from the meeting.

Library Director's Monthly Report. The Library Director reported on the retirement of Mr. Bernard Jacobson and Mr. James C. Smith. The following resolutions were unamiously adopted.

BERNARD H. JACOBSON

WHEREAS, Bernard H. Jacobson, industrialist, inventor, community leader, philanthropist and good citizen has given of himself to his community, and

WHEREAS, Bernard H. Jacobson has served on the Board of Directors, Kanawha County Public Library, from October, 1964 to June 30, 1986; and

WHEREAS, Bernard H. Jacobson has been a source of wise counsel and diligent insight to the Library Board; and

WHEREAS, Bernard H. Jacobson has been generous in his financial support to the Library, therefore

BE IT RESOLVED, That we, his friends and collegues on the Library Board, honor him for his many contributions to the furtherance of the Library's aims and objectives; and

RESOLVED FURTHER, That this resolution be spread upon the minutes of this meeting for a permanent record and that a copy be given to our friend and colleague.

JAMES C. SMITH

WHEREAS, James C. Smith, merchant, contractor, community leader and hunter, has given of himself to the growth and development of the Big Chimney - Elkview area; and

WHEREAS, James C. Smith has served on the Board of Directors, Kanawha County Public Library, from June, 1977 to June 30, 1985; and

WHEREAS, James C. Smith was a "founding father" of the Elk Valley Branch Library, contributing materially to its acquisition, remodeling and ongoing operation; therefore

BE IT RESOLVED, That we, his friends and colleagues on the Library Board honor him for his stalwart efforts in furthering the Library's aims and objectives; and

RESOLVED FURTHER, That this resolution be spread upon the minutes of this meeting for a permanent record and that a copy be given to our friend and colleague.

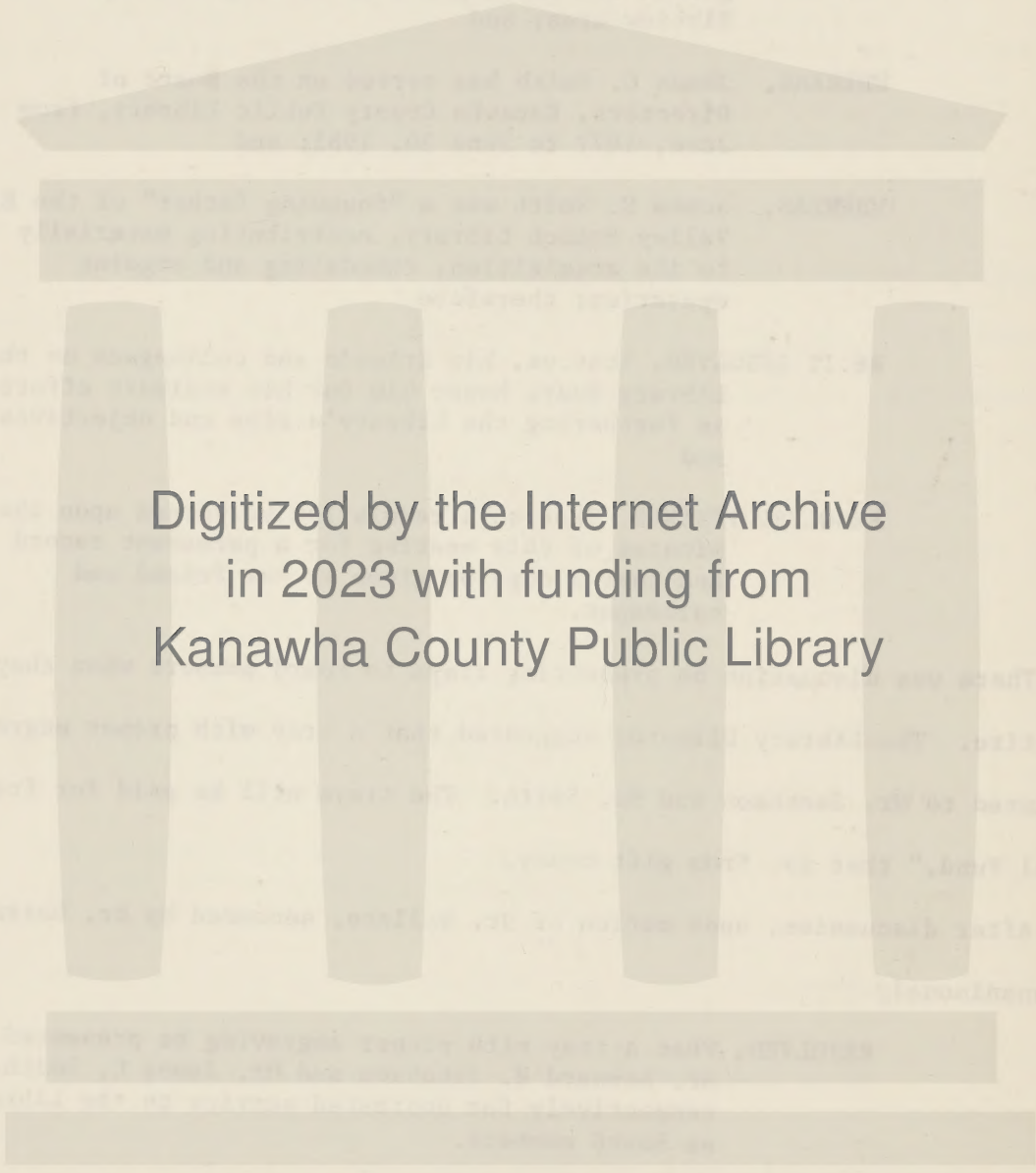
There was discussion on presenting trays to board members when they resign or retire. The Library Director suggested that a tray with proper engraving be presented to Mr. Jacobson and Mr. Smith. The trays will be paid for from the "Angel Fund," that is, from gift money.

After discussion, upon motion of Dr. Wallace, seconded by Dr. Hairston, it was unanimously

RESOLVED, That a tray with proper engraving be presented to Mr. Bernard H. Jacobson and Mr. James C. Smith, respectively for dedicated service to the Library as Board members.

Motion carried.

There was also discussion on establishing a policy for gifts to be presented to retiring library board members. Dr. Hairston suggested that a committee be appointed to formulate a policy regarding this matter.



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Approval of Bills. The Library Director submitted Book Bills List No. 350 ($15,649.11) and General Bills List No. 350 ($30,918.25) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Ray, seconded by Dr. Wallace, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds No. 348 ($228.62) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Ray, seconded by Dr. Wallace, it was ordered that the bills set out on the list be paid.

Reports of Committee.

Director Search Committee. Dr. Wallace, Chair, summarized the activities of the Director Search Committee. His report included:

1. Most of the Committee's time at its regular weekly meetings has been spent examining applications.

2. Of the 39 applications received to date, seven or eight have been rejected as not meeting basic job requirements.

3. Uniform "fact sheets" are being completed for the remaining applications to aid in sorting them into three groups.

4. Interviews will be conducted by the Committee, with non-Committee members on the Board invited to sit in. The Search Committee will then make its recommendations to the Library Board.

After discussion, upon motion of Mr. Ray, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the Director Search Committee submit not less than three (3) and not more than five (5) names to the Library Board to fill the position of Library Director.

Motion carried.

Budget Committee.

Audit for Fiscal Year 1985/1986. In the absence of Mr. Kauffelt, Mr. Stern reported that, as part of its bid evaluation procedure, the State Tax Commissioner sent a letter to the Library giving us the opportunity to express a preference for the auditing firm to audit the Library's records for the year just ended, June 30, 1986. Mr. Stern stated that the CPA firm of Arnett and Foster had audited the Library's financial records for at least the last 10 years and that we were well pleased with them. He said the Library would like to send a letter to the State Tax Commissioner indicating a preference for Arnett and Foster to audit the Library's financial records for fiscal 1985/1986.

Upon motion of Mr. Ellis, seconded by Dr. Wallace, it was unanimously

RESOLVED, That a letter be sent to the State Tax Commissioner indicating a preference for Arnett and Foster as auditors of the Library's financial records for fiscal 1985/1986.

Motion carried.

Financial report for 1985/1986. Mr. Stern gave a report on the Library finances for the fiscal year ending June 30, 1986. Charts were distributed to members present.

A summary of the report:

1. We started 1985/1986 with a balance of $198,370.61. We ended the year with $148,714.18, having taken in $2,701,950.81 and having spent $2,751,607.00.

2. Major income items:

Levying Authorities	$ 1,811,765.00
Branch Library Contributions	49,004.00
State of West Virginia	695,443.00
Interest	46,842.00
South Charleston, incl. PAT Project	4,289.00
PAT Project Pass Through	52,234.00
Miscellaneous (mostly by fines, etc.)	33,668.00
All Other	8,706.00
Total Income	$ 2,701,951.00

The State of West Virginia money included $34,775.44 for the PAT Project.

3. Major Expense items were:

Salaries	$ 1,564,724.00
Fringe Benefits	245,690.00
Library Materials	326,783.00
Other Expenses	422,739.00
Clendenin & Nitro Pass Through	24,134.00
PAT Project	115,172.00
PAT Project Pass Through	52,234.00
Long Range Plan	131.00
Total	$ 2,751,607.00

Reserve Balance. Mr. Stern reported that it was necessary to create a reserve balance in the amount of $40,695.38 for the purpose of carrying forward this sum in order to make payments in 1986/1987 on obligations made during the fiscal year 1985/1986. These accounts, with amounts, are recorded as follows:

Furniture and Equipment	$ 4,099.70
Processing Costs - Reconversion	12,665.98
ACS Hardware - Wands	11,175.76
Long Range Planning Project	10,369.85
Nitro - Personnel Services	2,384.09
	$40,695.38

After discussion, upon motion by Dr. Bannerot, seconded by Dr. Hairston, it was moved that the listed accounts, as shown, and their amounts, be carried forward and paid after July 1, 1986 and that the total of $40,695.38 be added to the budget for fiscal year 1986/1987. Motion carried.

Personnel Committee. Dr. Bannerot, Chair, reported that the Personnel Committee is supervising the compilation of a Personnel Manual with clear and comprehensive policies and procedures covering all aspects of staff members' rights, benefits and obligations. Dr. Bannerot outlined the procedure for adopting a Personnel policy:

1. Personnel Officer will prepare a draft, with input from appropriate staff members, to the Director.

2. The Director will, at his discretion, discuss the policy with the "Staff Cabinet" for additional input and refinement.

3. The Director will present the finished draft to the Board's Personnel Committee, through its Chair.

4. The Chair, after appropriate consultation with the Committee, will indicate acceptance or rejection of the draft. If accepted, the Personnel Committee Chair and the Director both sign the draft, thus making it official.

5. Any Policy that involves money or staffing levels cannot become official upon only the signature of the Personnel Committee Chair and the Director. It must be presented to the whole Board for formal action.

No formal vote was taken but it was the consensus that this was a satisfactory procedure.

Building and Grounds Committee. In the absence of Mr. Santrock, Chair, the Library Director reported on the weakness at corners of the Dunbar Public Library building. After passing around a drawing of the building, the Director stated that he had inspected the corners with Mr. Robert Wilson, AIA. The best preliminary guess is that the cracks at some of the corner brickwork mortar joints may be due to expansion and contraction of the I-beam.

Mr. Wilson has called in Mr. Bill Haworth, a structural engineer, for consultation. Upon receipt of Mr. Haworth's report Mr. Wilson will submit a report to the Library Director.

Library Board Membership Committee. Dr. Hairston, Chair, reported that the Library Board Membership Committee - Mrs. Gallian and Mr. Santrock recommended that the following be nominated (i) Ms. Nelle Chilton for a term of five (5) years beginning September 1, 1986, ending June 30, 1991 to fill the vacancy created by Mr. James C. Smith who went off the Board June 30, 1985 and (ii)

Mr. Parker K. Smith for a term of six (6) years beginning September 1, 1986, ending June 30, 1992, to fill the vacancy created by Mr. Bernard H. Jacobson.

Following discussion, upon motion of Dr. Hairston, seconded by Mr. Ellis, it was moved that the recommendations of the Committee be accepted. Motion carried.

The Library Director was then instructed to report the said nominations to the Board of Education of the County of Kanawha With the request that the said nominees be duly appointed.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Jack Perry
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 15, 1986

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 15, 1986 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mrs. Glasser
Mr. Kauffelt
Mrs. Rugeley
Dr. Wallace

Also present were Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Amend and Approval of Minutes. The President reported that two typographical errors had occurred on pages 7 and 8 respectively in the minutes of the August 11, 1986 meeting. Upon motion of Mr. Kauffelt, seconded by Dr. Wallace, the minutes of the August 11, 1986 meeting, with corrections noted, were approved.

Correspondence. The President reported that the Library was in receipt of a letter from Richard E. Trumble, Ph. D., Superintendent of Schools of Kanawha County. It reads as follows:

"August 25, 1986

"Mr. Nicholas Winowich, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Mr. Winowich:

"In a meeting of the Kanawha County Board of Education on Thursday, August 21, 1986, unanimous approval was given to your August 18, 1986, request that the following persons be appointed to the Kanawha County Public Library Board of Directors:

1. Ms. Nelle Chilton

   Term of Office - September 1, 1986, to June 30, 1991

2. Mr. Parker K. Smith

   Term of Office - September 1, 1986, to June 30, 1992

"As Superintendent of Kanawha County Schools, I look forward to the opportunity of meeting and working with you as we endeavor to improve the educational program for the citizens of Kanawha County."

"Sincerely yours,

/s/ Richard D. Trumble, Ph. D.

Richard D. Trumble
Superintendent of Schools

RDT/bje
cc: Board of Education Members"

Approval of Bills. The Assistant Library Library Director submitted Book Bills List No. 351 ($15,681.36) and General Bills List No. 351 ($34,113.16) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mrs. Glasser, it was ordered that the bills set out on the two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Assistant Library Director submitted Special Funds List No. 349 ($974.20) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mrs. Glasser, it was ordered that the bills set out on the said list be paid.

Assistant Library Director's Monthly Report. The Assistant Library Director presented an oral report on the activities of the Library for the month of August, 1986. Included were the following:

1. The Library has provided about 200 books to the Kanawha Home for Children which have been a big hit according to Mike Edds, new director of the Home. The Library was favorably mentioned in an article on the Home in The Charleston Gazette, July 24, 1986. There was also a very flattering mention of the Library in the Gazette's August 21, 1986 editorial about the Home: "The Kanawha County Public Library, a superbly supervised and run public agency--Why can't all tax-funded agencies be as responsive to their patrons?--has chipped in with a collection of books calculated to interest youth."

2. There is a good probability that the Library will reduce the cost of its General Liability insurance coverage and its Directors' and Officers' liability coverage. This will be a consequence of the new legislation on liability coverage for public agencies. Appropriate materials on our insurance policies have been sent both to Susan Harmon, County Administrator, and to Robert Corey, Director, West Virginia Department of Risk and Insurance Management, as requested by them. This is still very much "early days"; with luck, we should get this sorted out and "on the way" within two or three months.

Director Search Committee. Dr. Wallace, Chair, summarized the activities of the Director Search Committee. His report included:

1. Committee has worked hard on the task of reviewing applications and interviewing candidates for the position of Library Director.

2. The Committee will meet on Wednesday, September 17, 1986 at 3:30 p. m. to decide upon a list in order of preference to be presented to the Library Board.

3. Salaries were then discussed. Dr. Wallace reported that the $42,000.00 maximum, as shown in the ads, might have to be exceeded. It was the general feeling that the Board should not be absolutely bound by that figure.

4. On the assumption that the Committee will conclude its work at its September 17, 1986 meeting, a special meeting of the Board was called for September 22, 1986.

Building and Grounds Committee. In the absence of Mr. Santrock, Chair, the Assistant Library Director reported on the weakness at the corners of the Dunbar Branch Library Building. The Assistant Library Director stated that Mr. Robert Wilson, AIA, said that Mr. William Haworth, Structural Engineer, had agreed with him that the corners are unsightly but not dangerous.

Mr. Wilson was asked to get a letter from Mr. Haworth, stating his concurrence, in lieu of a detailed report which, Mr. Wilson said, he was reluctant to provide. Mr. Wilson also is in process of getting a cost estimate from a contractor for repairing and resealing the cracked mortar joints.

NEW BUSINESS

West Virginia Library Association Conference. The Assistant Library Director reported that the West Virginia Library Association Conference will be held at the Greenbrier, White Sulphur Springs, West Virginia, November 6-8, 1986. The President reported that she will not be able to attend the meeting. She asked Dr. Bannerot to represent the Library Board at the Meeting.

Following discussion, upon motion of Mrs. Glasser, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That Dr. Frederick Bannerot be designated as the Library Board Member representative to attend the West Virginia Library Association Meeting on November 6-8, 1986; and

RESOLVED FURTHER, That the Library Director, one Library Board member and three librarians be authorized to attend the West Virginia Library Association Conference scheduled to be held in White Sulphur Springs, West Virginia, on November 6-8, 1986, and that their expenses not to exceed $2,000.00 be paid.

Motion carried.

Resignation of Frank Stowers. The President reported that the Library Director was in receipt of a letter dated September 11, 1986 from Frank Stowers stating that he must submit his resignation as a member of the Kanawha County Public Library Board of Directors because of other commitments.

Upon motion of Dr. Wallace, seconded by Mr. Kauffelt, it was moved that the resignation of Mr. Stowers be accepted with regret and that a letter of appreciation be sent to him. Motion carried.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Joel Stacy
Assistant Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 22, 1986

A special meeting of the Board of Directors of Kanawha County Public Library was held on Monday, September 22, 1986 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mr. Ellis
Mrs. Gallian
Dr. Hairston
Mr. Kauffelt
Mr. Kuhns
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Dr. Wallace

The President called the meeting to order and Miss Lorena Ammar served as Secretary of the meeting.

The President stated that the Special Meeting had been called to review, consider and recommend the employment of a new Library Director.

The Secretary reported that a quorum was present.

The President reported that the Library Staff and the Library Board honored Nicholas Winowich with a reception held on Sunday, September 21, 1986 in the Children's Department of the Library. She stated that the reception was well received and thanked the board members and staff for a job well done.

The President reported that the Library Board will honor Mr. Winowich with a dinner party. There was some discussion on setting of the date. Upon

motion of Dr. Wallace, seconded by Mrs. Gallian, it was moved that the Library Board set the date for the dinner party on November 14, 1986. Motion was defeated.

There was further discussion concerning the date of November 7, 1986. It was moved by Dr. Hairston, seconded by Dr. Wallace, that if November 7, 1986 was not available, the date of the dinner party would be November 14, 1986. A vote was taken, and motion carried.

The President turned the meeting over to Dr. Wallace, Chair of the Search Committee.

Dr. Wallace distributed copies of an Initial Report to the Board of Directors from the Search Committee on procedures used in selecting candidates for Director of the Kanawha County Public Library System. He spoke on the following points:

1. The Search Committee began planning last March, 1986.
2. The Search Committee had met regularly once a week.
3. Forty applications were received.
4. Five applicants were interviewed. The applicants met with the staff, Library Director and Search Committee.
5. Tours of the library building and branches were given to each candidate, so that they might have a better opportunity to see the library system and the community.
6. Each of the five candidates is capable of leadership and is qualified for the position of Director.

The Chairman presented the Committee's recommendation of the names of two candidates - Philip W. Ritter and Linda G. Wright. Copies of the staff comments on Mr. Ritter and Ms. Wright were distributed. The comment

sheet listed positive and negative feedback on each candidate. There was considerable discussion on each of the candidates' personal and educational qualifications and experiences.

The discussion also included the following topics:

1. How will the candidate fit in our system?
2. Type of management style.
3. What are our needs in serving the community?
4. Salaries.
5. Long Range Planning.
6. Automation

After further discussion, it was moved by Mr. Ray, seconded by Dr. Wallace, that voting for a candidate would be done by secret ballot. The President read the counted ballots in the presence of the board and announced that Linda G. Wright had received more votes.

Upon motion of Mr. Kauffelt, seconded by Mrs. Gallian, it was unanimously

> RESOLVED, That the Kanawha County Public Library Board offer Linda G. Wright the position as Director of the Kanawha County Public Library System at an annual salary of $42,000.00 including the normal fringes and reasonable moving expenses.

Motion carried.

On motion duly made, seconded and carried, the meeting adjourned.

Helen F. Smith
President

Lorena Ammar
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 13, 1986

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 13, 1986 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mr. Fisher
Mrs. Gallian
Dr. Hairston
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Smith
Mr. Wallace
Dr. Wallace

Also present were Mr. Winowich, Library Director, Miss Lorena Ammar, Administrative Assistant, and Ms. Karen Philippi, Library Automation Specialist.

The President welcomed Mr. Parker K. Smith, as a new member of the Library Board. Mr. Smith was presented with the following documents: Bylaws, Kanawha County Public Library Statute, history of the institution, library board membership roster, library board minutes since January, 1986 and library materials selection policy. Mrs. Smith announced that Ms. Nelle Chilton would receive the same working papers prior to her first library board meeting.

Mrs. Smith, President, presided. The Secretary reported that a quorum was present.

The minutes of the September 15, 1986 meeting were approved.

Correspondence.

Appointment of Library Director. The President reported that the Kanawha County Public Library received a signed agreement from Ms. Linda Wright, dated September 25, 1986, which stated that Ms. Wright would accept the position of Library Director, Kanawha County Public Library, effective December 1, 1986. A copy of this letter, Mrs. Smith said, was mailed previously to each member of the Library Board. The agreement reads as follows:

"September 23, 1986

"Ms. Linda Wright
117 Memorial Park Drive
Elkin, North Carolina 28621

"Dear Ms. Wright:

"On behalf of the Board of Directors of Kanawha County Public Library, I am happy to offer you the position of Director of the Library at a starting salary of $42,000 per year beginning December 1, 1986, or before if convenient for you. You will serve as Director at the will and pleasure of the Board of Directors. The Library will reimburse you for reasonable moving expenses incurred by you to relocate in Kanawha County, West Virginia. You will be entitled to receive the standard fringe benefits granted to the administrative staff of the Library, including medical, health and life insurance coverage. You will earn and acquire sick leave and vacation leave in accordance with the Library policy regarding the administrative staff of the Library.

"If the terms of this offer are acceptable to you, please sign this letter and return it to me in the envelope provided. The copy is for your files.

"We are looking forward to having you join us in Kanawha County and the Greater Charleston area. If there is any additional assistance which we may offer you, please contact me at your convenience."

"Sincerely,

/s/ Helen F. Smith

Helen Smith, President
Board of Directors of
Kanawha County Public Library

HS:vb

Enclosure

"I accept your offer of employment as Director of Kanawha County Public Library upon the terms and conditions set forth above."

"Linda G. Wright
Signature

September 25, 1986"
Date

The President reported that Ms. Wright received three (3) estimates on the cost of moving from Elkin, North Carolina to Charleston, West Virginia. The lowest of the three estimates was submitted by Sheets Transfer and Storage Company, Mt. Airy, North Carolina at a cost totaling $1,500.00 - $1,600.00. There was discussion. Afterwards, upon motion by Mr. Kauffelt, seconded by Mr. Wallace, it was moved to reimburse Ms. Wright for her moving expenses and that copies of the three estimates be forwarded to the Library Director where the documents will be filed. Motion carried.

Audit for Fiscal Year 1985/1986. The Library Director reported that Kanawha County Public Library was in receipt of a letter from the State Tax Department of West Virginia, dated September 15, 1986, signed by Ms. Helen Burgy, Acting Director, Office of Chief Inspector, stating that the firm of Perry & Associates, with offices in Clarksburg, Parkersburg and Marietta, Ohio, were appointed to conduct the audit of the Kanawha County Public Library for the period of July 1, 1985 through June 30, 1986 at a cost of $2,760.00. The

firm of Arnett & Foster, Charleston, West Virginia, submitted a bid of $4,300.00. The local firm served previously, on authority of the State Tax Department, for ten years. The Library Director reviewed auditing procedures and compliances. There was discussion afterwards.

Approval of Bills. The Library Director submitted Book Bills List No. 352 ($20,683.41) and General Bills List No. 352 ($31,484.93) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mr. Ray, it was ordered that the bills set out on the said two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 350 ($1,810.44) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Dr. Bannerot, it was ordered that the bills set out on the list be paid.

Automation Committee. Dr. Hairston, Assistant Chair, reported that an Automation Committee meeting was held on Friday, October 3, 1986 for the purpose of considering the Administration of a proposal to upgrade the automation system and the completion of the data base (recon). A copy of the Automation Committee report was distributed to the Library Board members present and reads as follows:

AUTOMATION COMMITTEE

Present: Dr. Hairston, Assistant Chair, Dr. Bannerot, Mr. Ellis, Mr. Kauffelt, Mr. Moss, Mrs. Rugeley, Nicholas Winowich, Joel Stern, Karen Philippi

The Automation Committee of the Board of Directors met on Friday, October 3, 1986 in the Board Room of the Kanawha County Public Library. The subject was the upgrade of the Automation System and the completion of the data base.

The process of considering and implementing an upgrade to the Automation System involved a project team made up of the Cabinet (the library's senior management), Hewlett Packard, and consultant Dr. Michael Starling, a computer specialist from Union Carbide and President of the Elk Valley Library Board. Based on a recommendation from this project team, a Hewlett Packard Series 70 computer system was proposed.

The use of VTLS for public access purposes and as an eventual complete replacement for the card catalog require additional computer resources. Other future plans for the Kanawha County Public Library System include:

Keyword Searching	Network Intelligent Link (NIL)
Serials Control	Interlibrary Loan utilizing NIL
Acquisition Module	

Each new release of the VTLS and HP MPE software provides new functions and many of these additional features require additional computer resources. In order to improve performance to an acceptable level, both memory and CPU performance need to be upgraded.

Retrospective conversion (the process of putting our holdings into machine readable form) is approximately 50% complete. Funding for the upgrade should also include funds for completing the data base. The projected Upgrade/RECON costs were presented and the budget proposal was deferred to the Budget Committee.

Members of the Automation Committee voted unanimously to support the Upgrade Proposal and to present it to the Board of Directors at its next meeting on Monday, October 13, 1986.

There was discussion. Afterwards, upon motion by Dr. Hairston, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That the Kanawha County Public Library Board of Directors support the upgrade and recon proposals.

Motion carried.

Budget Committee. Mr. Kauffelt, Chair, reported that the Budget Committee met on Thursday, October 9, 1986 at 3:00 p. m. in the Library Board Room. The purpose of the meeting, he said, was to consider a recommendation to finance the computer equipment upgrade and completion of the data base (recon) project. Mr. Kauffelt distributed copies of the Budget Committee report which reads as follows:

BUDGET COMMITTEE

Present: Mr. Kauffelt, Chair, Dr. Bannerot, Mr. Kuhns, Dr. Wallace, Nicholas Winowich, Joel Stern, Karen Philippi

The Budget Committee of the Board of Directors met in the Board Room of the Kanawha County Public Library at 3:00 p. m. on Thursday, October 9, 1986, to consider a recommendation for financing the Automation Equipment Upgrade/Completing the Data Base (RECON) Project. Approximately $291,000.00 will be needed to upgrade to a Hewlett Packard Series 70 computer system and to complete RECON: $135.5 M /equipment and $130M for RECON; $25.5M interest on the equipment.

The proposal presented was the "worst case", that is, it assumed no additional funding from outside sources would be available. Costs to buy the equipment outright were broken down for a 2 1/2 year period. Another alternative method presented was a lease-purchase plan.

An action detail plan to finance the funds needed focused on three major areas: reduction of salary expense, books, and other expenses. The salary expense reduction involved instituting a hiring freeze on full-time positions now open, filling them on a part-time basis as necessary. Other full-time positions that become open in 1986/1987 will be evaluated case-by-case and filled part-time rather than full-time if possible.

Book purchase reductions would be applied across all Departments and Branches with the exception of reference, lease books, standing orders, periodicals, binding, best sellers, and paperbacks. Other expenses to be reduced include complete elimination of staff development, workshops, seminars; a reduction in annual ALA and WVLA expenses; reduced processing costs; cutbacks in furniture and equipment.

Possible additional funding may come from three sources: grants, West Virginia Library Commission, and South Charleston. A meeting was held with Fred Glazer of the West Virginia Library Commission on Friday, October 3, 1986. Mr. Glazer stated that the commission had funds available and would fund 40% of a legitimate upgrade. The amount of upgrade funding would be based on the recommendation of Vinod Chachra, President of VTLS.

The committee recommended the lease-purchase option with Hewlett Packard. The contract wording is to conform to the West Virginia Code. The committee's final recommendation will be presented at the October 13, 1986 Library Board Meeting.

Afterwards, Mr. Kauffelt distributed documentation to be filed with the minutes of this meeting, which explains sources of receipts, expenditures, cost cutting areas and lease purchase opportunities. Following discussion, upon motion of Mr. Kauffelt, seconded by Mr. Ray, it was unanimously

RESOLVED, That the $265,000.00 Automation Equipment Purchase/ Data Base Completion Project (Upgrade/Recon), plus equipment finance charges at 7%, as presented by management to the Automation and Budget Committees of the Library Board, be approved; and

RESOLVED, That the Upgrade/Recon Project be initially funded by an allocation of $25,000.00 to the 1986/1987 fiscal year budget from accumulated balances; and

RESOLVED, That the Library Director be and is hereby authorized to sign a five-year (5) Lease-Purchase Agreement with the Hewlett-Packard Corporation for the purchase of a HP-3000 Model 70 System Processing Unit, including associated equipment, at a list price not to exceed $135,600.00, provided that

a. the Lease-Purchase Agreement contains a cancellation clause in conformity with West Virginia State law that is approved by the Attorney representing the Library Board in this matter; and

b. the Lease-Purchase Agreement permits the paying off of the principal amount outstanding without penalty; and

RESOLVED, That Kanawha County Public Library will purchase this equipment from Hewlett-Packard on a "sole source" basis, without advertising for bids, on the instructions contained in the West Virginia Library Commission memorandum of May 6, 1986, to be filed with the minutes of this meeting, that reads, in part:

"...funds awarded will be based on availing [sic] Hewlett-Packard prices."

RESOLVED, That the budgeted full-time positions, now unfilled, be replaced with part-time employees for the balance of the current fiscal year at an estimated cost reduction of $30,000.00; and

RESOLVED, That the library materials expenditure for the 1986/1987 fiscal year be reduced by $27,000.00 from $350,000.00 to $323,000.00; and

RESOLVED, That the other current expenses budgeted for the 1986/1987 fiscal year be reduced by $19,000.00 in the accounts and approximate amounts as follows:

Travel-Staff Development	- $3,000.00;	from $ 4,000.00 to $ 1,000.00
Travel-ALA Annual	- $1,000.00;	from $ 3,600.00 to $ 2,600.00
Processing Costs-Regular	- $4,000.00;	from $31,000.00 to $27,000.00
Furniture and Equipment	- $11,000.00;	from $28,092.70 to $17,092.70;

and,

RESOLVED, That other income, including but not limited to grants and gifts, be used to restore reductions made in the following categories: library materials, salaries and other expenses; and,

RESOLVED FURTHER, That the budget for the fiscal year 1986/1987 be amended to increase the "Clerical Salaries - Hourly, Recon" account by $29,000.00, from $10,001.00 to $39,001.00.

Building and Grounds Committee. In the absence of Mr. Santrock, Chair, Mr. Kauffelt, Committee Member, reported on the weaknesses at the four corners (brick piers) of the Dunbar Branch Library building. He said that the Library Director, Robert Wilson, Architect, and he visited the Dunbar Branch Library regarding this matter. Mr. Kauffelt stated that the repair work needed to be done as quickly as possible. The very nature of the emergency, he said, mandated that the project be completed before the coming of winter's cold/nasty weather. The Library, through Mr. Wilson, requested proposals from three (3) contractors and received only one; from Arnold Martin, Inc. dated September 23, 1986 that the necessary repair work would be completed at a sum of $3,500.00.

After discussion, upon motion of Mr. Kauffelt, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the Library Board accept the proposal submitted by Arnold Martin, Inc. to make emergency repairs to the Dunbar Branch Library for a sum of $3,500.00 to furnish supervision, labor, materials and equipment necessary to repair brick piers, shoring beams, removing damaged bricks and replacing them with matching bricks, mortaring joints and cracks and to complete the project as soon as possible.

Motion carried.

There being no further business the meeting on motion adjourned.

Helen F. Smith
President

Nicholas Winnick
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 10, 1986

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 10, 1986 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Ms. Chilton
Mr. Ellis
Dr. Hairston
Mr. Kauffelt
Mr. Kuhns
Mr. Moss
Mr. Ray
Mr. Santrock
Mr. Smith
Dr. Wallace

Also present were Mr. Winowich, Library Director, Mr. Joel Stern, Assistant Library Director, and Miss Lorena Ammar, Administrative Assistant.

The President welcomed Ms. Nelle Chilton, as a new member of the Library Board, who was then presented with the following documents: Bylaws, Kanawha County Public Library Statute, history of the institution, library board membership roster, library board minutes since January, 1986 and library materials selection policy.

The minutes of the October 13, 1986 meeting were approved.

An Expression of Thanks. Mr. Winowich thanked and expressed his appreciation to the Library Board for their support and confidence they gave him during his 30 years of service at the Library. He also thanked the

Library Board for the lovely dinner party that was given in his honor on November 7, 1986 and for the beautiful wrist watch that was presented to him.

Nicholas Winowich Retires. Mrs. Smith, President, read the following resolution as a tribute to Mr. Winowich:

NICHOLAS WINOWICH

WHEREAS, Nicholas Winowich has tendered his resignation as Director of Kanawha County Public Library in order to retire. The said resignation will become effective June 30, 1986 or as soon there after as a successor will have been named, in no event later than December 31, 1986; and

WHEREAS, Nicholas Winowich has discharged his duties as Director for a period of thirty (30) years, since October, 1956; and

WHEREAS, Nicholas Winowich has given during those many years unstintingly of his professional skills, his personal warmth, his enthusiasm and his unflagging energies to the aims and objectives of Kanawha County Public Library; and

WHEREAS, Nicholas Winowich has shown rare leadership in guiding Kanawha County Public Library from a single library facility to a true county-wide Library system with eight facilities; and

WHEREAS, Nicholas Winowich has been an effective ambassador of Kanawha County Public Library to the general public and to its professional peers earning for this institution a merited reputation for quality Library service; and

WHEREAS, Nicholas Winowich has discharged his duties as Director with sound judgment, firmness tempered by compassion and an unwavering personal rectitude; and

WHEREAS, Nicholas Winowich has deservedly earned the respect and affection of his colleagues and of the Library Board, both individually and collectively; and

THEREFORE BE IT RESOLVED, That the Kanawha County Public Library Board of Directors accepts the resignation of Nicholas Winowich with sadness, reluctance and regret, and we wish him every happiness in his retirement; and

RESOLVED FURTHER, That this expression of our appreciation, affection and esteem be spread upon the minutes of this meeting and that a copy be sent to our friend and colleague.

Upon motion of Mr. Ray, seconded by Mr. Kuhns, the motion was unanimously adopted. Motion carried.

Approval of Bills. The Library Director submitted Book Bills List No. 353 ($19,867.38) and General Bills List No. 353 ($36,811.78) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Ellis, seconded by Dr. Hairston, it was ordered that the bills set out on the said two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 351 ($159.24) duly certifed and approved in accordance with the Bylaws, and on motion of Mr. Ellis, seconded by Dr. Hairston, it was ordered that the bills set out on the list be paid.

Library Director's Monthly Report. The Library Director presented an oral report on the activities of the Library for the month of October, 1986. Included were the following:

Natalie and I extend grateful thanks and deep appreciation to the Library Board of Directors for the dinner and gift. The toast with champagne, furnished by Mr. Kuhns and Dr. Hairston, was especially meaningful. Also to the staff for the beautiful reception and gift given on September 21, 1986 in my honor.

The West Virginia Library Commission did not take action at its meeting at The Greenbrier, November 8, 1986, on our grant application to upgrade the Virginia Tech Library System. It has been reported that the next meeting

date of the West Virginia Library Commission has been scheduled for December 5, 1986.

The hardware order has been submitted to Hewlett Packard before the October 31, 1986 deadline thereby saving $8,200.00. Special language, which meets our needs and specifications, prepared by Mr. Kauffelt and Mr. Ray, has been used in the purchase contract. A sum of $54,000.00 is expected from the West Virginia Library Commission in support of the upgrade/recon project.

The annual book sale, Eugene Fleisher, Project Librarian, was held on August 23 and again on August 30, 1986. Both dates were on the beginning and ending Saturdays of Charleston's Sternwheel Regatta Week. Total receipts were $2,270.10 compared with $2,132.98 of the previous year. Proceeds are deposited in the Public Library Fund and used to purchase library furniture, equipment and/or materials not currently budgeted.

The City of Charleston's Streetscape project, at least that portion at or near the Library's property, is nearly complete. The shrubs are identified as follows:

Red Barberry, Dwarf

Golden Cypress, Dwarf

The Quarrier/Summers Street corner remains to receive green attention.

All Kanawha County Public Library facilities have been "winterized" and are ready for Jack Frost. The heating units have been serviced and are expected to function safely and efficiently.

Finally, it is not goodby but thanks.

Reports of Committees.

Budget Committee.

Income Reduction from St. Albans Library. Mr. Stern recapped the action that had been approved by the Library Board at its meeting on May 12, 1986 regarding the $10,800.00 income shortfall from the City of St. Albans for the fiscal year 1986/1987. This shortfall is the difference between the original budgeted amount of $22,800.00 and the $12,000.00 that we will actually receive. Mr. Stern presented a breakdown of the distribution of reducing the designated accounts.

Upon motion of Mr. Kauffelt, seconded by Dr. Wallace, it was unanimously

RESOLVED, That, in recognition of the $10,800.00 income shortfall from the City of St. Albans for the current 1986/1987 fiscal year, that budgeted Expense items for 1986/1987 be changed in like net amount, as follows:

Clerical Salaries - Sunday Service	$ 1,563.00	(reduction)
Librarian Salaries - Sunday Service	2,341.00	(reduction)
Clerical Salaries - Regular	12,648.00	(reduction)
Social Security	720.00	(reduction)
Sub Total	$17,272.00	
Less: Clerical Salaries - Hourly	6,472.00	(increase)
Total Net Reduction	$10,800.00	

Motion carried.

Special Resources Committee. In the absence of Mrs. Glasser, Chair, Mr. Stern reported that he had canvassed the committee regarding the purchase of an IBM XT, with Hard Disk Drive, to be used in the Technical Processing Department. He said it would speed up the cataloging of books and reduce costs. Mr. Stern asked for authorization to purchase the equipment from the Bernard Jacobson Fund and the Steele A. Hawkins, Jr. Fund. The cost of the equipment would be $5,200.00.

After discussion, upon motion of Mr. Kuhns, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the purchase is authorized of a M300 XT Terminal plus associated software for the Technical Processing Department at a cost not to exceed $4,100.00; and

RESOLVED, That this purchase be paid out of the Steele A. Hawkins, Jr. Fund.

Motion carried.

Upon motion of Mr. Kuhns, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the purchase is authorized of a Hard Disk Drive and miscellaneous items to be used with the M300 XT Terminal for the Technical Processing Department at a cost not to exceed $1,100.00; and

RESOLVED, That this purchase be paid for out of the Bernard Jacobson Fund.

Motion carried.

Library Board Membership Committee. The President announced there is a vacancy on the Library Board of Directors created by the resignation of Frank Stowers. She appointed the following persons to serve on the Library Board Membership Committee:

Dr. Hairston, Chair

Mrs. Gallian

Mr. Santrock

Committee Assignments for 1986/1987. The President distributed a roster of standing committee assignments to members present. A copy will be mailed to each library board member. The President pointed out that each board member serves on four committees. A copy of the Committee roster will be filed with the minutes of this meeting.

Environmental Monitoring. Mr. Ray reported that on September 19 and 28, 1986, Mr. Robert E. Peele, CIH, conducted an air monitoring survey for asbestos in the fifth floor and basement of the Library. He said this current survey was the third within the last seven years. The current survey reveals "...a level of asbestos in air which is far below the latest OSHA permissible exposure limit of 0.2 fiber per cc of air as well as the action level of 0.1 fibers per cc of air." Mr. Peele's report will be filed.

There being no further business the meeting on motion adjourned.

Helen F. Swinton

President

Joel Stern

Assistant Secretary

BOARD OF DIRECTORS

KANAWHA COUNTY PUBLIC LIBRARY

STANDING COMMITTEES
1986/1987

AUTOMATION COMMITTEE

Moss, Bruce	Chair
Hairston, Shirley	Assistant Chair
Bannerot, Fred	Ray, John
Ellis, Gary	Rugeley, Virginia
Glasser, Cookie	Smith, Parker
Kauffelt, T. D.	Wallace, Harry

Resource Person

Philippi, Karen	Chief, System Manager

BOOK COMMITTEE (LIBRARY MATERIALS)

Rugeley, Gina	Chair
Kauffelt, T. D.	Assistant Chair
Chilton, Nelle	Hairston, Shirley
Ellis, Gary	Santrock, John
Gallian, Edna	

Resource Person

Hand, Beth	Chief, Children's Librarian

BUDGET COMMITTEE

Ellis, Gary	Chair
Kuhns, Dewey	Assistant Chair
Bannerot, Fred	Ray, John L.
Hairston, Shirley	Wallace, Harry
Kauffelt, T. D.	Wallace, William J. L.
Moss, Bruce	

Resource Person

Stern, Joel	Assistant Director

BUILDINGS & GROUNDS COMMITTEE

Santrock, John	Chair
Fisher, Arthur	Assistant Chair
Chilton, Nelle	Kuhns, Dewey E. S.
Kauffelt, T. D.	(Vacancy)

Resource Person

Wright, Linda	Library Director

FINANCE COMMITTEE

Fisher, Arthur	Chair
Santrock, John	Assistant Chair
(Vacancy)	

Resource Person

Stern, Joel	Assistant Director

GIFTS, BEQUESTS & ENDOWMENT

Gallian, Edna	Chair
Fisher, Arthur	Assistant Chair
Moss, Bruce	
Santrock, John	

Resource Person

Hill, Linda	Branch Librarian, Elk Valley

INSURANCE COMMITTEE

Kuhns, Dewey E. S.	Chair
Wallace, Harry	Assistant Chair
Chilton, Nelle	Smith, Parker
Ray, John L.	(Vacancy)

Resource Person

Fleisher, Gene	Adult Circulation Librarian

LONG RANGE PLANNING COMMITTEE

Ray, John L.	Chair
Rugeley, Virginia	Assistant Chair
Bannerot, Fred	Hairston, Shirley
Gallian, Edna	Wallace, W. J. L.
Glasser, Cookie	

Resource Person

Wright, Linda	Library Director

PERSONNEL COMMITTEE

Bannerot, Fred	Chair
Wallace, William J. L.	Assistant Chair
Glasser, Cookie	Smith, Parker
Rugeley, Gina	Wallace, Harry

Resource Person

McClure, Pam	Personnel Officer

SPECIAL RESOURCES COMMITTEE

Glasser, Cookie	Chair
Kuhns, Dewey E. S.	Assistant Chair
Chilton, Nelle	
(Vacancy)	

Resource Person

Wright, Linda	Library Director

SERVICES COMMITTEE

Wallace, William J. L.	Chair
Ellis, Gary	Assistant Chair
Fisher, Arthur (Sissonville)	
Gallian, Edna (Clendenin)	
Moss, Bruce (St. Albans)	
Santrock, John (Nitro)	

Resource Person

Flagg, J. E.	Chief, Extension Services

November 10, 1986

BOARD OF DIRECTORS
KANAWHA COUNTY PUBLIC LIBRARY

COMMITTEE ASSIGNMENTS

1986/1987

Name	No. of Committees	Committee Assignments
Bannerot	4	Automation, Budget, Long Range, Personnel
Chilton	4	Book, Building & Grounds, Insurance, Special Resources
Ellis	4	Automation, Book, Budget, Services
Fisher	4	Building & Grounds, Finance, Gifts, Services
Gallian	4	Book, Gifts, Long Range, Services
Glasser	4	Automation, Long Range, Personnel, Special Resources
Hairston	4	Automation, Book, Budget, Long Range
Kauffelt	4	Automation, Book, Budget, Building and Grounds
Kuhns	4	Budget, Building and Grounds, Insurance, Special Resources
Moss	4	Automation, Budget, Gifts, Services
Ray	4	Automation, Budget, Insurance, Long Range
Rugeley	4	Automation, Book, Long Range, Personnel
Santrock	4	Building and Grounds, Finance, Gifts, Services
Smith	4	Automation, Book, Insurance, Personnel
Wallace, Harry	4	Automation, Budget, Insurance, Personnel
Wallace, Dr.	4	Budget, Long Range, Personnel, Services
Vacancy	4	Building and Grounds, Finance, Insurance, Special Resources
Smith, Helen		

November 10, 1986

Chair of Committee Underlined

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 8, 1986

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 8, 1986 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Bannerot
Mrs. Glasser
Mr. Kauffelt
Mr. Kuhns
Mr. Moss
Mrs. Rugeley
Mr. Santrock
Mr. Smith
Dr. Wallace

Also present were Ms. Linda Wright, Library Director, Mr. Joel Stern, Assistant Library Director, and Miss Lorena Ammar, Administrative Assistant.

In the absence of Mrs. Smith, President, Mr. Ray, First-Vice President, presided. The Assistant Secretary reported that a quorum was present.

Mr. Ray welcomed Ms. Wright and introduced her to the members present.

The minutes of the November 10, 1986 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 354 ($29,869.63) and General Bills List No. 354 ($28,304.34) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, it was ordered that the bills set out on the said two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 352 ($887.40) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mrs. Rugeley, it was ordered that the bills set out on the list be paid.

Library Director's Monthly Report. Ms. Wright gave a brief report on the activities that took place during her first week at the Library. Her comments included the following:

1. Has met with each department head.
2. Plans to meet with every librarian.
3. Will circulate questionnaire to each member of the building and clerical staff.
4. Appreciates the help given by the staff.
5. Plans to take adequate time to understand and digest existing policies.
6. Plans to meet with the Cabinet of the Library Board.
7. Will look into the Long Range Planning Project.

Reports of Committees.

Budget Committee.

Audit for Fiscal Year 1985/1986. Mr. Stern reported that the firm of Perry and Associates, located in Marietta, Ohio had audited the library's financial records for the fiscal year 1985/1986. During the post-audit conference held by the auditor with Mr. Winowich, Miss Ammar and him to discuss the audit, the auditor said that "...the library has an excellent system...," and "...the records are in excellent shape." No discrepancies were found. Mr. Stern said the library should have the finished audit report, including the equivalent of what used to be called the management letter, by the next Board Meeting.

Buildings and Grounds Committee. Mr. Santrock, Chairman, reported on the weaknesses at the four corners (brick piers) of the Dunbar Branch Library building. He said the contract for $3,500.00 had been signed but the work would not begin before the first of the year, pending receipt by the contractor, Arnold Martin, of bricks that had to be specially made for this job.

NEW BUSINESS

American Library Association Midwinter Conference. Mr. Ray reported that the American Library Association Midwinter Conference will be held in Chicago, Illinois on January 17-22, 1987.

Upon motion of Dr. Wallace, seconded by Mr. Kauffelt, it was unanimously

> RESOLVED, That the Library Director and Personnel Officer be authorized to attend the American Library Association Conference to be held in Chicago, Illinois, January 17-22, 1987 and that their expenses not to exceed $1,600.00 be paid.

Motion carried.

Election of Secretary and Treasurer to the Library Board. Mr. Ray reported that the offices of Secretary and Treasurer are vacant because of the retirement of Mr. Winowich. The statute said that the Librarian may hold those offices. Dr. Wallace moved that Linda G. Wright be nominated for the office of Secretary and Treasurer, that the nominations be closed and that the Assistant Secretary be instructed to cast a unanimous ballot for Ms. Wright as Secretary and Treasurer. Mr. Parker Smith seconded the motion, and upon a vote being taken, the motion carried unanimously.

Staff Meeting. The Library Director reported that plans are being made to hold a general meeting of the entire Library staff on Tuesday, January 13, 1987 at the Dunbar Branch Library. The purposes of the meeting are (1) to give the new Director and staff the opportunity to interact in a group

setting, (2) to give staff members a chance to ask questions and (3) to give administrative officers the chance to share information of general interest to the staff.

After discussion, upon motion of Mrs. Rugeley, seconded by Dr. Wallace, it was unanimously

RESOLVED, That a General Staff Meeting be held Tuesday, January 13, 1987, for the purpose of meeting the new Library Director and to discuss important matters of current library interest; and

RESOLVED FURTHER, That the opening of the system on that day be delayed until 12:00 noon for this meeting.

Motion carried.

Memorial for Bernard H. Jacobson. Mr. Ray read a proposed resolution, and upon motion of Mr. Kauffelt, seconded by Mr. Kuhns, the following resolution was adopted unanimously:

BERNARD H. JACOBSON

WHEREAS, It is with deep sorrow and profound regret that we record the death of Bernard H. Jacobson on November 28, 1986; and

WHEREAS, Bernard H. Jacobson, industrialist, inventor, community leader, and philanthropist who served his community and this institution with devotion, generosity, enthusiasm and honor; and

WHEREAS, Bernard H. Jacobson rendered distinguished service to Kanawha County Public Library as a member of its Board of Directors from October, 1964 - June 30, 1986; and

WHEREAS, Bernard H. Jacobson worked diligently and well for the improvement of library service; and

WHEREAS, In this the first meeting since the death of our friend and fellow member, the Library Board of Directors wishes to give expression to its sense of loss; and

THEREFORE BE IT RESOLVED, That this resolution of tribute and remembrance be spread upon the minutes of this meeting and that a copy be transmitted to the family of Bernard H. Jacobson, to whom we extend sincere and heartfelt sympathy.

Motion carried.

Appointment of Secretary/Treasurer. Pursuant to the appointment of Linda G. Wright as new Library Director and new Secretary and Treasurer of the Library's Board of Directors, it is necessary to adopt a routine resolution, required by the Kanawha Valley Bank, authorizing her to sign Special Funds checks. Upon motion of Mr. Kauffelt, seconded by Mrs. Rugeley, it was

RESOLVED, That the Kanawha Valley Bank of Charleston, West Virginia be and hereby is authorized to pay checks, drafts or other orders for the payment of money, drawn on this organization, including those drawn to the order of a signer, when signed by Helen Smith, President, Kanawha County Public Library Board of Directors or by Linda G. Wright, Treasurer, Kanawha County Public Library Board of Directors, one signature only being required.

Motion carried.

There being no further business, the meeting on motion adjourned.

First-Vice President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 12, 1987

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 12, 1987 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Mrs. Chilton
Mrs. Gallian
Mrs. Glasser
Dr. Hairston
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Smith
Mr. Wallace
Dr. Wallace

Also present were Ms. Linda Wright, Library Director, Mr. Joel Stern, Assistant Library Director, and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Secretary reported that a quorum was present.

The minutes of the December 8, 1986 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 355 ($27,238.25) and General Bills List No. 355 ($44,944.38) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Wallace, seconded by Mrs. Gallian, it was ordered that the bills set out on the said two lists be paid and that the bills be transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 353 ($2,139.20) duly certified and approved in accordance with the Bylaws and on motion of Mr. Wallace, seconded by Mrs. Gallian, it was ordered that the bills set out on the list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December, 1986. Included were the following:

1. Negotiations were completed on the lease/purchase agreement for the Series 70 computer hardware from Hewlett Packard. Interviews were held for two internal candidates for the position of Branch Librarian at St. Albans. The Selection Committee has decided to also recruit nationally for this position. Gene Fleisher, Librarian I in the Adult Services Department, has submitted his resignation effective January 16, 1987. Arrietta Burgess, Clerk II Bookmobile, resigned her position effective December 18, 1986. The use of personnel from outside agencies (to supplement regular staffing) has been explored and placements have begun. Employee appraisals have been completed.

2. Monies have been received from the following gift funds:

   $2,000.00 by the Steele Hawkins, Jr. Trust
   $ 515.77 by the John V. Ray Fund
   $ 437.33 by the the A. Guy Stone Fund

3. Staff members have been extremely helpful in orientation to KCPL. Each staff member has completed a brief job description and several dozen staff members have taken the opportunity to state their thoughts and concerns about their department or branch and the system as a whole. Individual meetings have been held with almost all the professional staff.

Reports of Committees.

Budget Committee.

Audit for Fiscal Year 1985/1986. Mr. Stern reported that the annual audit of cash receipts and disbursements for the last fiscal year entitled "Kanawha County Public Library Financial Statement, June 30, 1986" was

received from Perry and Associates, Certified Public Accountants, located in Marietta, Ohio. In the "Report on Internal Accounting Control," the accountants recommended (1) preparation of monthly reconcilation of disbursements to the Treasurer's Report (both figures are provided by Kanawha County Schools), and (2) maintaining an inventory of the Library's fixed assets. Ms. Wright and Mr. Stern were asked to investigate how we might comply with these recommendations and report back to the Library Board.

Afterwards, upon motion of Mr. Kauffelt, seconded by Mr. Wallace, it was unanimously

> RESOLVED, That the "Kanawha County Public Library Finance Statements, June 30, 1986," being the audit report for the fiscal year 1985/1986 prepared by Perry and Associates be received and filed.

Motion carried.

Automation Equipment Upgrade/Completing the Data Base Project.

Mr. Kauffelt and Mr. Stern spoke on the Automation Equipment Upgrade. Mr. Stern reported that the Library Board had approved a five (5) year Lease Purchase Agreement at its October, 1986 meeting. He said Mr. Kauffelt spent a great deal of time in working out the legally required cancellation clause in the contract satisfactory both to us and Hewlett Packard. Success on this matter has been reached. It is now contemplated, Mr. Stern continued, to enter into a four year contract (rather than five as originally planned) and to revise the list price to $139,812.25 (from the $135,600.00 originally planned) to reflect changes in the items being "traded in." He added that the net cost to the Library would remain very close to $135,600.00.

After discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That the following portion of the "Upgrade/Recon" Resolutions adopted at the October 13, 1986 Board Meeting be rescinded:

"RESOLVED, That the Library Director be and is hereby authorized to sign a five-year (5) Lease-Purchase Agreement with the Hewlett Packard Corporation for the purchase of a HP-3000 Model 70 System Processing Unit, including associated equipment, at a list price not to exceed $135,600.00, provided that

a. the Lease-Purchase Agreement contains a cancellation clause in conformity with West Virginia State law that is approved by the Attorney representing the Library Board in this matter; and

b. the Lease-Purchase Agreement permits the paying off of the principal amount outstanding without penalty."

Motion carried.

Upon motion of Mr. Kauffelt, seconded by Mrs. Glasser, it was unaminously

RESOLVED, That the Library Director be and is hereby authorized to sign a four-year (4) Lease-Purchase Agreement with the Hewlett Packard Corporation for the purchase of an H-P Model 70 System Processing Unit, including associated equipment, at a list price of $139,812.25 (48 monthly payments of $3,488.32 each), provided that

a. the Lease-Purchase Agreement contains a cancellation clause in conformity with West Virginia State law that is approved by the Attorney representing the Library Board in this matter; and

b. the Lease-Purchase Agreement permits the paying off of the principal amount outstanding without penalty.

Motion carried.

Budget for Fiscal Year 1987/1988. Mr. Stern gave a preliminary report on the status of the 1987/1988 budget, now being developed in consultation with Ms. Wright and Mr. Ellis, Chair of the Board's Budget Committee. His comments included:

1. Overall increase in Salary costs will be about 7%. Individual increases for those moving up on the seniority scale will be about 7½%. In contrast to this year, step or seniority increases will be given.

2. There will be five (5) fewer full time positions than this year. All of these slots will be filled with part time people. This will reduce both salary costs and fringe costs.

3. An increase of 11% for Library Materials.

4. An increase of about 2½% for Other Expenses.

5. About $42,000.00 for payments on the Hewlett Packard lease purchase contract and $52,000.00 for Salaries for the RECON (retrospective conversion) project.

Mr. Stern concluded by saying that the Budget Committee will consider the budget at one or two meetings before bringing its recommendations to the February Board Meeting.

There was some discussion.

Insurance Committee. Mr. Stern reported that the Committee met prior to the Library Board Meeting to discuss the library insurance coverage for the coming year. Those in attendance were: Mrs. Chilton, Mr. Smith, Mr. Wallace and Mr. Stern. He stated that the Committee studied and discussed the insurance coverage. Mr. Stern stated that the Committee recommends that the Library continue to carry insurance with DeVan & Company beginning January 1, 1987. It was also recommended that the following coverage be deleted:

1. Glass portion

2. Directors and Officers Liability. To be handed to the State.

After considerable discussion, the Board decided not to drop the additional Liability, "umbrella", coverage as suggested by Mr. DeVan.

Upon motion of Mr. Ray, seconded by Mr. Wallace, it was unanimously

RESOLVED, That the Library continue with DeVan & Company as its insurance agent for the ensuing insurance year; and

RESOLVED FURTHER, That the Library Board approve the portion on the insurance coverage with the two exceptions (1) glass portion and (2) Directors and Officers Liability as recommended by the Insurance Committee.

Motion carried.

Library Board Membership Committee. Dr. Hairston thanked the members of the Library Board and the library staff for their recommendations of prospective members to the Library Board. She reported that there is one vacancy on the Library Board created by the resignation of Frank Stowers whose term expires June 30, 1991. Dr. Hairston reported that the Library Board Membership Committee recommended that Mrs. Lottye W. Russell be nominated for a term of five years beginning February 1, 1987, ending June 30, 1991.

Following discussion, upon motion of Dr. Hairston, seconded by Mr. Wallace, it was moved that the recommendation of the Committee be accepted. Motion carried.

The Library Director was then instructed to report the said nomination to the Board of Education of the County of Kanawha with the request that the said nominee be duly appointed.

Library Appreciation Day. The Library Director announced that the fourteenth Annual Library Appreciation Day Dinner is scheduled to be held on

February 17, 1987 at the Charleston Civic Center. Victor Kiam, author of GOING FOR IT!, is the scheduled speaker. All library Board members were encouraged to attend.

There being no further business, the meeting on motion adjourned.

Julian F. Smith
President

Joel B. Story
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 9, 1987

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 9, 1987 at 3:30 p. m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Mrs. Chilton
Mr. Ellis
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Smith
Dr. Wallace

Also present were Ms. Linda Wright, Library Director, Mr. Joel Stern, Assistant Library Director, and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Secretary reported that a quorum was present.

The minutes of the January 12, 1987 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 356 ($17,748.21)) and General Bills List No. 356 ($34,785.89) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Kauffelt, seconded by Mr. Ellis, it was ordered that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 354 ($432.02) duly certified and approved in accordance with the Bylaws and on motion of Mr. Kauffelt, seconded by Mr. Ellis, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January, 1987. Included were the following:

All departments and branches were requested to set goals for 1987 with input from appropriate staff members within the departments and branches. Some of these goals include: completion of a comprehensive personnel policies manual, revision of employee classification and pay plan, becoming up to date on the retrospective conversion project, development of a new employees orientation program, system-wide weeding of collections of worn-out and out of date materials, and development of comprehensive procedures manuals.

Monthly staff meetings were begun in each department and branch. Task forces have been initiated to review and make recommendations concerning interlibrary delivery service, the materials selection policy and materials selection procedures. A publicity task force has also been organized to develop programming for 1987, which has been designated as the Year of the Reader.

The new Hewlett Packard 70 computer hardware was received and installed last week. This necessitated our being down for two days. A new version of the VTLS computer software is scheduled to be installed beginning February 20 and will take approximately one week, which will complete updating of this software for the present.

Reports of Committees.

Long Range Planning Committee. Mr. Ray reported that the Library Director, Assistant Library Director and members of the Long Range Planning Committee had met with Mayor Art Ashley of Nitro, on the Mayor's invitation, to discuss the Mayor's desire to see the Nitro Library become a branch of Kanawha County Public Library. There was a general discussion of possible alternative sites--including our negative reaction to the former West Sattes Elementary School property. Finances were discussed, including the City of Nitro's ongoing annual support and state Grant-In-Aid. The Long Range Planning Committee will meet on Wednesday, February 11, 1987, to discuss Mayor Ashley's proposals more fully.

Mr. Ray also said that the Library Board would probably soon get word from the Clendenin Public Library that they, too, would like to become a branch.

Budget Committee.

Budget for Fiscal Year 1987/1988. Mr. Ellis, Chairman, reported that the Budget Committee had met on Friday, January 23, 1987 and Monday, February 9, 1987, prior to the regular board meeting, to discuss the proposed 1987/1988 Budget. Copies of the proposed budget were distributed to members present. He reviewed and discussed the following:

1. State Basic Grant-In-Aid is budgeted at $2.98 per capita for a grand total of $642,026.00. This is the same amount we expect to receive this year. State Special Grant is budgeted for $37,500.00.

2. We are asking for an additional $98,678.00 or 5.24% from the three levying authorities. We are asking for 100% of the amount available per the March 1986 property valuations.

3. The total 1987/1988 Expense Budget is $2,864,940.00, which is $208,220.00, or 7.84%, larger than the original 1986/1987 budget.

4. Total salaries, including RECON, will go up $103,588.00, or 6.46%. Salaries, excluding RECON (which are scheduled to disappear by the end of fiscal 1988/1989) will increase $51,618.00, or 3.22%.

5. Library materials will be increased from $350,000.00 originally budgeted for 1986/1987 to $380,000.00 or 8.57%.

6. Other expenses will increase $22,785.00 or 5.18%.

7. Fringe Benefits will go up 3.40%

8. Non-operating costs include $41,876.00 for Lease-Purchase of Hewlett-Packard automation equipment.

The Library Director, Assistant Library Director and Miss Ammar were then excused from the meeting, in order for the Library Board to consider their salaries for 1987/1988. Upon their return, Mr. Ellis moved, seconded by Mr. Kauffelt that the 1987/1988 budget as submitted, in the amount of $2,864,940.00, amended to include a small upward adjustment of one salary, be adopted. A vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha. Mr. Ellis moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1987, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County of Kanawha by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Kauffelt, and upon a vote being taken, the motion carried unanimously.

Mr. Ellis moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1987, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Kauffelt, and upon a vote being taken, the motion carried unanimously.

Mr. Ellis moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1987, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mr. Kauffelt, and upon a vote being taken, the motion carried unanimously.

Memorial for William Edwin Chilton, III. Ms. Wright read a proposed resolution, and upon motion of Mr. Ellis, seconded by Mr. Kauffelt, the following resolution was adopted unanimously:

WILLIAM EDWIN CHILTON, III

WHEREAS, It is with deep sorrow and profound regret that we record the death of William Edwin Chilton, III on February 7, 1987; and

WHEREAS, William Edwin Chilton, III, publisher, humanitarian, and community leader who served his community and his profession with devotion, generosity, enthusiasm and honor; and

WHEREAS, William Edwin Chilton, III, through his capacity as publisher of the Charleston Gazette and as a member of the Board of Directors from May, 1957 through June 30, 1972, did much to increase the awareness of the community of the services of the Kanawha County Public Library; and

WHEREAS, In this the first meeting since the death of our former member, the Library Board of Directors wishes to give expression to its sense of loss; and

THEREFORE BE IT RESOLVED, That this resolution of tribute and remembrance be spread upon the minutes of this meeting and that a copy be transmitted to the family of William Edwin Chilton, III, to whom we extend sincere and heartfelt sympathy.

Motion carried.

There being no further business, the meeting on motion adjourned.

Helen D. Smith
President

Joel Stern
Assistant Secretary

BUDGET 1987/1988
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES		
Salaries		
Librarians	$ 593,205	
Clerical	1,008,129	
Custodial	105,392	
	$1,706,726	
Fringe Benefits		
Social Security	$ 119,139	
Health Insurance	117,800	
Workers Compensation	6,000	
WV Unemployment - Self Insurance	5,000	
	$ 247,939	
Library Materials		
Books	$ 272,000	
Binding	10,000	
Audio-Visual	23,000	
Periodicals	45,000	
	$ 380,000	
Other Expenses		
Non-Salary Personnel Expense	$ 2,227	
Building Supplies	10,000	
Furniture and Equipment	24,100	
Comprehensive Insurance	29,400	
Miscellaneous Expense	10,500	
Office and Library Supplies	56,200	
Processing Costs	27,001	
Repairs and Maintenance	41,770	
Service Contracts	85,700	
Travel	10,301	
Utilities	153,585	
Vehicles	11,500	
	$ 462,284	
TOTAL OPERATING EXPENSES		$2,796,949
NON-OPERATING EXPENSES		
Automated Circulation System		41,876
P.A.T. Project		7
Long Range Planning Project		1
Unallocated		1
Unanticipated Income Clearing Account		1
TOTAL BUDGET - KCPL		$2,838,835
OTHER LIBRARIES		
Clendenin	$ 4,018	
Nitro	22,087	
TOTAL AFFILIATES		26,105
GRAND TOTAL		$2,864,940

OTHER INCOME			
Cross Lanes	$ 3,000		
Dunbar	15,000		
Elk Valley	3,000		
Glasgow	0		
Marmet	4,000		
St. Albans	24,000		
Sissonville	3,000		
TOTAL BRANCH SUPPORT		$ 52,000	
Miscellaneous	45,000		
Interest	22,500		
Existing Balances	65,000		
Unanticipated Income	15,000		
South Charleston Automation Fee	3,000		
TOTAL INTERNAL SUPPORT		$ 150,500	
State-Special Grant	37,500		
State-GIA	642,026		
TOTAL STATE SUPPORT		$ 679,526	
TOTAL - OTHER INCOME			$ 882,026
APPROPRIATED FUNDS			
Board of Education	$ 847,842		
County Commission	847,842		
City of Charleston	287,230		
TOTAL - APPROPRIATED FUNDS			$1,982,914
GRAND TOTAL INCOME			$2,864,940

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - LIBRARIANS

Positions	Employee	Monthly Salary	Annual Salary
Children's Librarian, Dunbar/Elk Valley (I)	Terri McDougal	$ 1,448	$ 17,376
Children's Librarian, St. Albans (I)	OPEN	1,448	17,376
Reference Librarian (I)	Elisabeth Fraser	1,448	17,376
Circulation/Reference Librarian (I)	Susan Harper	1,477	17,724
Circulation Librarian (I)	Kim Dankovich	1,506	18,072
Branch Manager, Sissonville	Mary Saynog	1,578	18,936
Circulation Operations Supervisor (II)	OPEN	1,641	19,692
Processing Librarian (II)	Sylvia Newman	1,707	20,484
Extension Librarian (II)	Catherine Willard	1,707	20,484
Chief, Children's Librarian (II)	Ava Elizabeth Hand	1,707	20,484
Branch Librarian, Cross Lanes (II)	Karen Fields	1,741	20,892
Extension Librarian (II)	Daisy Stemple	1,741	20,892
Branch Librarian, St. Albans	OPEN	1,789	21,468
Extension Librarian (III)	Sara Thompson	1,789	21,468
Branch Librarian, Elk Valley	Linda Hill	1,811	21,732
Reference Librarian (II)	Lois Leasure	1,883	22,596
Circulation Librarian, A-V (II)	Zetta Walker	1,920	23,040
Branch Librarian, Dunbar (II)	Steve Crowley	1,968	23,616
Chief, Processing Librarian (III)	Claudia Benton	2,134	25,608
Chief, Reference Librarian (III)	June Martin	2,177	26,124
Chief, Adult Services (V)	Sara Sue Wright	2,299	27,588
Chief, Extension Librarian (V)	Jo Ellen Flagg	2,574	30,888

SALARIES - LIBRARIANS

Position	Employee	Monthly Salary	Annual Salary
Assistant Director	Joel Stern	$ 3,150	$ 37,800
Director	Linda Wright	3,590	43,080
SUB-TOTAL, FULL-TIME LIBRARIANS		$46,233	$554,796
HOURLY			
Substitutes			$ 26,907
Sunday Service			11,502
SUB-TOTAL			$ 38,409
GRAND TOTAL			$593,205

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - CLERICALS

Position	Employee	Monthly Salary	Annual Salary
Library Clerk I, Circulation	Glenna Butler	$ 805	$ 9,660
Library Clerk I, Extension	OPEN	805	9,660
Library Clerk I, Circulation	Benjamin Brabbin	805	9,660
Library Clerk I, Circulation	Pamela Morris	805	9,660
Library Clerk I, Children's	Deborah Lee	837	10,044
Library Clerk I, Processing	Sara Burgess	837	10,044
Library Clerk I, Children's	Pamela Mollohan	870	10,440
Library Clerk II, St. Albans	Linda Stickle	921	11,052
Library Clerk II, Extension	Charles Jeff Hunt	921	11,052
Library Clerk II, Sissonville	Bernice Harrison	921	11,052
Library Clerk II, St. Albans	OPEN	921	11,052
Library Clerk II, Circulation	Patsy Knight	921	11,052
Library Clerk II, Cross Lanes	Jeanette Higginbotham	940	11,280
Library Clerk I, Processing	Dora Skeens	941	11,292
Library Clerk II, Extension	OPEN	958	11,496
Library Clerk I, Extension	Linda Irving	979	11,748
Library Clerk II, Dunbar	Daniel Dixon	996	11,952
Library Clerk I, Administration	Alfreda Jackson	1,028	12,336
Library Clerk III, Circulation	Barbara Straughter	1,056	12,672
Mobilibrary Driver, Extension	Lloyd David Wills	1,056	12,672
Data Entry Operator, Processing	Jessica Harper	1,056	12,672
Library Clerk II, Extension	Angela Harper	1,077	12,924
Library Clerk I, Circulation	Mary Jo Jackson	1,080	12,960

SALARIES - CLERICAL

Position	Employee	Monthly Salary	Annual Salary
Library Clerk II, Elk Valley	Shirley Smyth	$ 1,120	$ 13,440
Library Clerk II, Extension	Barbara Riley	1,120	13,440
Library Clerk I, Circulation	Sara Meadows	1,132	13,584
Library Clerk III, Dunbar	Wanda Good	1,142	13,704
Data Entry Operator, Processing	Barbara Jackson	1,142	13,704
Library Clerk II, Dunbar	Shirley Williams	1,156	13,872
Library Clerk II, Children's	Mary Burgess	1,156	13,872
Library Clerk II, Circulation	Paula McCormick	1,156	13,872
Library Clerk III, Clendenin	Lucy Frazier	1,165	13,980
Library Associate I, Extension	Phyllis Shamblen	1,208	14,496
Library Associate I, Automation	Sandra Dempsey	1,208	14,496
Library Clerk III, Sissonville	Janie McCoy	1,212	14,544
Library Clerk III, Administration	Janet Adams	1,212	14,544
Library Clerk III, Marmet	Traletta Wallace	1,212	14,544
Library Clerk II, Extension	Mary Frances Lee	1,233	14,796
Data Entry Operator, Processing	Susan Ferguson	1,285	15,420
Library Associate I, Extension	Jay Pauley	1,306	15,672
Library Clerk III, St. Albans	Bridget Herndon	1,327	15,924
Library Clerk III, Glasgow	Maria Mays	1,327	15,924
Library Clerk III, Elk Valley	Nova Casto	1,327	15,924
Data Entry Operator, Processing	Sandra Trimble	1,327	15,924
Library Clerk III, Extension	Nancy Pennington	1,327	15,924
Library Clerk III, Cross Lanes	Sandra Sue Martin	1,327	15,924
Library Clerk III, Reference	Victoria Cox	1,327	15,924
Book Collector, Circulation	Ronald Finney	1,370	16,440
Library Associate I, Administration	Mary Penn	1,385	16,620

SALARIES - CLERICAL

Position	Employee	Monthly Salary	Annual Salary
Library Associate I, Processing	Vicki Moore	$ 1,412	$ 16,944
Library Associate I, Children's	Betty Jane Harper	1,468	17,616
Financial Clerk, Administration	Virginia Banning	1,508	18,096
Library Associate II, Processing	Mae Thomas	1,618	19,416
Branch Manager, Clendenin	Jean Andrews	1,643	19,716
Branch Manager, Glasgow/Marmet	Anna Parker	1,643	19,716
Personnel Officer	Pamela McClure	1,918	23,016
Administrative Assistant, Administration	Lorena Ammar	2,105	25,260
Automation System Manager	Karen Philippi	2,484	29,808
SUB-TOTAL, FULL-TIME CLERICALS		$ 69,544	$ 834,528

HOURLY	
Regularly	$ 109,509
Sunday Service	12,152
Retrospective Conversion	51,940
SUB-TOTAL	173,601
GRAND TOTAL	$1,008,129

KANAWHA COUNTY PUBLIC LIBRARY

SALARIES - BUILDING

Position	Employee	Monthly Salary	Annual Salary
Custodial Worker, Building & Grounds	Carrol G. Simmons	$ 831	$ 9,972
Custodial Worker, Building & Grounds	Emanuel Robinson	994	11,928
Custodial Supervisor, Building & Grounds	Donald Bain	1,098	13,176
Security Officer, Building & Grounds	Edward Clark	1,236	14,832
Building Superintendent, Building & Grounds	Jimmy Snyder	1,438	17,256
SUB-TOTAL, FULL-TIME BUILDING & GROUNDS		$5,597	$ 67,164
HOURLY			
Regularly Scheduled			$ 36,602
Sunday Services			1,626
SUB-TOTAL			38,228
GRAND TOTAL			$105,392

Fringe Benefits

Social Security	
Calendar 1987 contributions - 7.15% on earnings up to $43,800	$119,139
Calendar 1988 contributions - 7.15% (est.) on earnings up to $45,000 (est.)	
Health Insurance	
West Virginia Public Employee Insurance	107,800
Dental and Eye Care Insurance	10,000
Worker's Compensation	
Amount based on all employees at $0.32 per $100	6,000
West Virginia Unemployment: Self-Insurance	5,000
	$247,939

Library Materials

Books

Children's	$ 21,000
Circulation	80,000
Extension	60,000
Reference	47,000
Cross Lanes	11,000
Dunbar	14,000
Elk Valley	11,000
Glasgow	7,000
Marmet	7,000
St. Albans	20,000
Sissonville	10,000
Freight In and Jackets	7,000
	$295,000
Audio Visual	$ 25,000
Binding	10,000
Periodicals	50,000
	$380,000

Non-Salary Personnel Expenses

Work Study Programs	$ 1
Security Officers	1
Personal Services Contracting	2,225
	$2,227

Building Supplies

Fluorescent tubes and incandescant lamps	$ 2,500
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissues and other items	7,500
	$10,000

Furniture and Equipment

Unspecified	$24,100

Comprehensive Insurance

Comprehensive Insurance	$29,400

Miscellaneous

Legal advertising	$ 500
Audit	3,000
Refunds on lost books - paid	500
Petty Cash Disbursements	1,500
Membership	900
Interview Expenses	600
Printing	500
Library Programs	3,000
	$10,500

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationery, printed forms and other supplies	$17,600
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	27,600
Postage	
Postal cards, stamped envelopes and stamps	9,000
Automated Circulation System	2,000
	$56,200

Processing Costs

Processing Costs - Regular	$27,000
Processing Costs - Retrospective Conversion	1
	$27,001

Repairs and Maintenance

General repairs and maintenance	$41,770

Service Contracts

Office Machines	$ 7,700
Library Machines	6,800
Elevators (3)	8,700
Air Conditioning	11,500
Other	7,900
Rentals	7,600
Automated Circulation System	35,500
	$85,700

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting in Beckley	$ 1,000
Director, Assistant Director and staff Librarians to attend American Library Association annual Summer Meeting in New Orleans	2,400
Staff Development, Workshops and Seminars	5,000
Other	100
Director and Assistant Director to attend American Library Association Midwinter meeting in San Antino, Texas	800
Director and staff librarians to attend Public Library Association meeting in Pittsburgh	1,001
	$10,301

Utilities

Electricity	$ 84,902
Fire Service Fee, Charleston	1,002
Gas	9,723
Sewerage	1,857
Telephone	49,830
Water	6,271
	$153,585

Vehicles - Operating and Maintenance

Gasoline, oil and lubrication for Mobilibrary, truck and station wagon	$ 3,000
Mobilibrary - maintenance	5,000
Other Vehicles - maintenance	3,500
	$11,500

Non-Operating Expenses

Automated Circulation System (H-P Lease Purchase)	$41,876
P.A.T. Project	7
Long Range Planning Project	1
Unallocated	1
Unanticipated Income Clearing Account	1
	$41,886

Affiliate Libraries

Clendenin Library	$ 4,018
Nitro Library	22,087
	$26,105

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 9, 1987

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 9, 1987 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Ms. Chilton
Mrs. Glasser
Dr. Hairston
Mr. Kuhns
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Parker
Dr. Wallace

Also present were Ms. Linda Wright, Library Director, Mr. Joel Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Dr. Hairston reported that Mrs. Lottye Russell was unable to attend her first Board Meeting because of illness in her family.

The minutes of the February 9, 1987 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of a letter from Dr. Richard D. Trumble, Superintendent, Kanawha County Schools. It reads as follows:

"February 23, 1987

"Ms. Linda G. Wright, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301

"Dear Ms. Wright:

"The Kanawha County Board of Education unanimously approved your request of January 14, 1987, that Mrs. Lottye W. Russell be duly elected as a member of the Kanawha County Public Library Board of Directors, effective February 1, 1987, through June 30, 1991. This action was taken during the Regular Session of the Board of Education held on Thursday, January 15, 1987."

"Sincerely yours,

/s/ Richard D. Trumble, Ph.D.

Richard D. Trumble
Superintendent of Schools

RDT/bje"

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February 1987. Included were the following:

During February many staff hours were spent dealing with computer hardware and software situations. On February 5 and 6 the new hardware, a Hewlett Packard 70, was installed. We were down for four days. Our next challenge was the installation of a new version of the VTLS software. With the help of Hewlett Packard we were able to borrow microcomputers from Vocational Rehabilitation, Dupont, Monsanto and Union Carbide to run the back up system at each branch. We went down on Friday, February 20 at 5:00 and we are scheduled to be back up by Wednesday.

During February a candidate was interviewed for the position of Branch Librarian at St. Albans. The Search Committee decided not to offer the position to the candidate. The decision was made to readvertise the position. Resumes are being reviewed to determine possible candidates to interview for the position of Circulation Operations Supervisor. Pam McClure, Personnel Officer, has submitted her resignation, effective March 16. The position is being advertised in local and regional newspapers. Ginny Goode, former Personnel Officer, has agreed to be of assistance on a temporary, part-time basis as of April 1. Also during February Ginny Goode conducted four sessions of a workshop on dealing with problem patrons.

During the nights of February 19 and February 26 break-ins occurred at the Cross Lanes Library. Fine and copy machine funds were stolen during the first break-in and a microcomputer during the second break-in. A person confronted by staff members on the evening of the second break-in for cutting pictures out of books is under suspicion. A warrant has been issued for the misdemeanor of defacing public property and he is to be questioned about the break-ins.

To end on a brighter note - we have a special exhibit on the first floor of architectural drawings of the downtown restoration project. This display has attracted a lot of interest and an article appeared in the newspaper one evening last week.

Approval of Bills. The Library Director submitted Book Bills List No. 357 ($17,242.56) and General Bills List No. 357 ($36,591.95) duly certified and approved in accordance with the Bylaws, and on motion of Dr. Hairston,

seconded by Mrs. Rugeley, it was ordered that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 355 ($1,722.99) duly certified and approved in accordance with the Bylaws and on motion of Dr. Hairston, seconded by Dr. Wallace, it was ordered that the bills set out on the said list be paid.

Cross Lanes Library Microcomputer. The Library Director reported that on February 27, 1987 there had been a break-in at the Cross Lanes Library and a Hewlett-Packard Microcomputer, temporarily borrowed from the Vocational Rehabilitation Office had been stolen. She stated that it was necessary to return a replacement of the machine to the owner. To do this, it was also stated the Library had issued a purchase order for a Vectra Model 45 Microcomputer from Hewlett Packard on March 3, 1987 at a cost of $3,130.50. Most, if not all, of the replacement cost will be reimbursed by the Library's insurance carrier.

Upon motion of Mrs. Rugeley, seconded by Mrs. Glasser, it was unanimously approved that

WHEREAS, A borrowed Hewlett Packard microcomputer, valued at approximately $3,154.00, was stolen from Cross Lanes Branch Library, February 27, 1987; and

WHEREAS, It is necessary to replace and return a machine to the owner, Vocational Rehabilitation, as soon as possible; and

WHEREAS, The cost of most, if not all, of the replacement will be reimbursed by the Library's insurance carrier; and

THEREFORE BE IT RESOLVED, That the purchase order for a Vectra Model 45 microcomputer placed with Hewlett Packard, on March 3, 1987, at a cost of $3,130.50, be ratified and approved.

Motion carried.

Reports of Committees.

Long Range Planning Committee. Mr. Ray, Chair, read a resolution reflecting the recommendation of the Long Range Planning Committee declaring a moratorium both on the establishment of new branches in unincorporated places and on physical expansion of existing facilities in unincorporated places barring unusual circumstances, until on or after July 1, 1992. The reasons for this recommended resolution are financial: (1) there are no untapped sources of additional revenue, specifically, we are requesting 100% of the "allowable" appropriation from the three levying authorities, (2) the near-term prospects for significant increases in State Grant-In-Aid are not good, and (3) local contributions from branches in unincorporated places are already relatively small and tend not to keep pace with increases in operating costs.

A general discussion ensued, concerning the necessity, because of finances, of establishing guidelines for library system growth or expansion in unincorporated places, for the immediate future.

Mr. Ray amended the resolution by adding the word "regretfully" and the phrase "on or after" in the fourth and fifth paragraphs, respectively.

After further discussion, upon motion of Mr. Ray, seconded by Dr. Wallace it was unanimously approved that

WHEREAS, It is the desire of this Library Board to be as responsive as possible to the library service needs and desires of unincorporated areas in Kanawha County for additional and/or expanded present branch facilities; and

WHEREAS, Both capital costs and increased ongoing operating costs entailed by additional and/or expanded present facilities are difficult to meet in the restrictive budgetary environment within which Kanawha County Public Library operates; and

WHEREAS, The "fair share" annual contributions to ongoing operating costs from branches in unincorporated places tend not to keep pace with the increase of those operating costs; and

THEREFORE BE IT RESOLVED, That regretfully it is the sense of this Board that, barring unusual circumstances, no new or additional library facility be constructed by and/or operated by Kanawha County Public Library until on or after July 1, 1992 at any unincorporated place within Kanawha County; and

RESOLVED FURTHER, That regretfully it is the sense of this Board that, barring unusual circumstances, no physical expansion of any branch facility now operated, as of the date of this Resolution, by Kanawha County Public Library at any unincorp-rated place be undertaken until on or after July 1, 1992.

Motion carried.

Nitro Library. Mr. Ray distributed copies of a "Proposal" to serve as the basis for negotiation with the City of Nitro for bringing the Nitro Public Library into Kanawha County Public Library as a branch. The main points of the "Proposal" are:

1. evidence of local interest
2. satisfactory site location and adequate space
3. title to property
4. cost of expansion and equipment
5. ongoing financial support from City of Nitro
6. date of incorporation as a branch

There followed a discussion of the growing demand for library service in Nitro since the recent advent of Ms. Carolyn Atkinson as the new librarian,

prospects for long term growth and the additional financial burden on Kanawha County Public Library with Nitro as an eighth branch.

The discussion made clear that the negotiating committee, to be headed by Mr. Ray, would use the "Proposal" for discussions with Mayor Ashley and that any Agreement reached between the negotiating committee and Mayor Ashley would be brought back to the Board for its formal approval.

After considerable discussion, upon motion by Mr. Ray, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the Chairman of the Long Range Planning Committee, the Library Director, and the Assistant Director are authorized to negotiate with appropriate officials of the City of Nitro with the objective of incorporating the Nitro Public Library as a branch of Kanawha County Public Library; and

RESOLVED FURTHER, That the basis of such negotiations be Exhibit A appended to these minutes; and

RESOLVED FURTHER, That any agreement with the City of Nitro shall have no force and effect until formally approved by the Kanawha County Public Library Board of Directors at a subsequent meeting.

Motion carried.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Joel Flory
Assistant Secretary

EXHIBIT A

PROPOSAL

I. Conditions to be met by City of Nitro Before Kanawha County Public Library ("KCPL") will accept Nitro Public Library as a branch library.

A. Evidence of Local Interest

A Nitro Library Board of at least five (5) interested Nitro citizens will be appointed to work actively with the Librarian of the Nitro Public Library to develop more community interest and awareness of the Library.

B. Physical Plant

The City of Nitro shall undertake and complete the enlargement of the present facility or an alternative site, which will meet the following specifications and conditions:

(1) Location will be acceptable to KCPL;

(2) Size will be at least 2300 sq. ft. of ground floor space and not more than 3600 sq. ft.; and

(3) Location will have adjacent paved parking for at least ten (10) cars.

(4) KCPL will be consulted on layout of building.

(5) Facility will meet all requirements imposed by WVLC and all requirements to meet accessibility standards for the physically handicapped.

C. Transfer of Title

Title to the library building as expanded and other property of Nitro Public Library shall be transferred and conveyed to KCPL by proper deed and other appropriate documents. If Nitro Public Library occupies space in a building used for other municipal or public purposes, title to the property of Nitro Public Library will not be transferred and conveyed to KCPL.

D. Cost of Expansion and Equipment

The entire cost of expansion, including additional basic equipment--shelving, tables, chairs, etc.-- shall be the sole responsibility of the City of Nitro. If Nitro Public Library occupies space in a building used for other municipal or public purposes, title to equipment not purchased by KCPL shall vest in the City of Nitro or Nitro Public Library as they may determine.

E. Ongoing Financial Support By the City of Nitro

The City of Nitro shall bind itself to pay to KCPL the sum of $1,666.67 per month ($20,000.00 annual rate) for each of the first twelve months subsequent to the incorporation of Nitro Public Library as a branch of KCPL.

F. Agreement Between City of Nitro and KCPL

The City of Nitro will enter into an agreement with KCPL in writing approved by KCPL's Board of Directors which provides for the ongoing financial support of the Nitro Public Library after the first 12 months of its operation as follows:

(1) City of Nitro shall make monthly payments to KCPL of either $1,666.67 or one-twelfth (1/12) of the annual contribution of the City of Nitro based on the so-called "The Charleston formula," whichever amount is the greater.

(2) In the event the average annual contribution shortfall of the City of Nitro shall exceed 30% of its total, as determined in (a) above, for more than three consecutive fiscal years, or more than 30% for three out of any five consecutive years, KCPL will give serious consideration to a permanent reduction of the scope of the Nitro Public Library or its closing.

II. Effective Date of Incorporation of Nitro Public Library as a Branch of KCPL

A. KCPL will incorporate the Nitro Public Library as a branch, entailing full operational control and financial responsibility on an appropriate date after the occurrence of all the following events:

(1) Completion of all construction and installation of equipment of the Nitro Public Library, as set forth hereinabove;

(2) Reappraisal of property for tax assessment purposes made effective in Kanawha County; and

(3) Agreement in writing between City of Nitro and KCPL approved by Nitro City Council and KCPL's Board of Directors, respectively, and signed and delivered by both parties, and title to the Nitro Public Library property properly transferred and conveyed to KCPL by deed and other appropriate documents.

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 13, 1987

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on April 13, 1987 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Ms. Chilton
Mrs. Glasser
Dr. Hairston
Mr. Kauffelt
Mrs. Russell
Mrs. Rugeley
Mr. Santrock

Also present were Ms. Linda Wright, Library Director, Mr. Joel Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Mrs. Smith welcomed Mrs. Lottye Russell who was attending her first Board Meeting. Dr. Hairston introduced Mrs. Russell to the members present.

The minutes of the March 9, 1987 meeting were approved.

Approval of Bills. The Library Director submitted Books Bills List No. 358 ($23,135.73) and General Bills List No. 358 ($65,433.30) duly certified and approved in accordance with the Bylaws, and on motion of Dr. Hairston, seconded by Mr. Kauffelt, it was ordered that the bills be paid

and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 356 ($454.33) duly certified and approved in accordance with the Bylaws and on motion of Dr. Hairston, seconded by Mr. Kauffelt, it was ordered that the bills set out the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March, 1987. Included were the following:

The Reference Department at Charleston has been cooperating with U. S. Steel, who is conducting a training class for unemployed miners in Chesapeake. We are providing information on the resources the library has on job opportunities. A presentation on this topic was made for a segment of "Library Update" weekly television show. A video of this presentation was made that will be of assistance in doing such presentations in the future.

We have received fifty-six applications for the position of Personnel Officer. The closing date for applying was last Friday, April 10 so we can now move on to reviewing the applications. Olivia Bravo from Houston, Texas, has been hired as the Circulation Operations Supervisor for the Charleston Library and she has begun work today. Sara Thompson, currently a Librarian III in the Extension Department at Charleston, has been interviewed for the position of Branch Librarian at St. Albans by the Selection Committee and was selected for the position. She will begin at St. Albans in early May.

In regards to budget; in this last quarter of the fiscal year we will most probably receive approximately $5,000.00 less in State Grant-In- Aid due to the five percent reduction in the State's current operating budget ordered by Governor Moore. Our budget for fiscal 1987/1988 must still be considered tentative until the budget for the State of West Virginia is approved, as approximately 20% of our total budget comes from State Grant-In-Aid funds. We have also received a letter from St. Albans stating that they would again be funding the Library at only $12,000, $24,000 had been requested. A proposal has been drafted of our response in terms of hours, staffing and materials allocation. The proposal has been discussed with Mr. Moss and has been forwarded to Mr. Sweeney, President of the St. Albans Library Board.

Reports of Committees.

Budget Committee.

Unexpended Balance. Mr. Stern reported on the recently completed projections of 1986/1987 operating income and operating expenses, based on ten months, plus estimates for the last two months. He expects operating income to be greater then operating expense by $20,000.00 after setting aside $65,000.00 for the income side of the 1987 budget. He also reported that there will be several accounts in the budget for the fiscal year that will be overexpended and several will be underexpended. After discussion, upon motion by Mr. Kauffelt, seconded by Mrs. Glasser, it was unanimously

> RESOLVED, That the Library Director, within limits of the Budget Document for fiscal year ending June 30, 1987, be and is hereby authorized to balance the overexpended accounts and the underexpended accounts as of June 30, 1987.

Motion carried.

Finance Committee. Mr. Santrock, Assistant Chair, presented an annual report for the period January 1, 1986 - December 31, 1986 of the Finance Committee on the Special Funds held in the Kanawha Valley Bank. Copies of the reports were distributed to board members present. The report showed the following:

Balance as of January 1, 1986		$35,396.12
Receipts		
Gifts	$9,823.62	
Interest	5,321.11	15,144.73
		$50,540.85
Expenditures		13,395.32
Balance as of December 31, 1986		$37,145.53

There were some comments. A copy of the report will be placed on file.

Long Range Planning Committee. In the absence of Mr. Ray, Chairman, the Library Director reported that Mr. Ray, Mr. Stern and she had met with Mayor Art Ashley of Nitro to discuss the "negotiating basis" proposal that was approved by the Library Board at its March 9, 1987 meeting. Ms. Wright reported that the tone of the short meeting was not good, Mayor Ashley having mistakenly concluded that we were insisting on a brand new building as a condition of entry as a branch. According to Mayor Ashley, the physical location of the Nitro Library will change in any event; the vacated site will become part of a Senior Citizens housing project.

The Library Director added that she, Mr. Ray and Mr. Stern were working on a response to the Mayor's request for information about our various branch relationships, as contained in a March 27, 1987 letter from Ms. Carolyn Atkinson, Nitro Librarian, written on the Mayor's instruction.

A general discussion ensued regarding local funding of various branch operations.

The President asked Mr. Santrock to meet with the Committee as the Nitro situation develops.

Services Committee. The Library Director recommended, after prior consultation with the Services Committee, that a non-refundable $5.00 processing fee be charged for each lost book or record paid for by a patron, except mass market paper backs, in addition to the list price of the item. This fee will partially recoup the approximately $7.00 plus cost of putting the replacement back on the shelf, will encourage patrons to search a little harder for lost materials and discourage a small handful who find it easier to "buy" their books from the Library than from a bookstore. This change will be incorporated in publicity about fines and the responsibility of patrons in regard to borrowed materials.

There was considerable discussion. Upon motion of Mr. Santrock, seconded by Ms. Chilton, it was moved that the Library set a processing fee of $5.00 for all bills sent to patrons for lost library materials except paper backs, to become effective on or about July 1, 1987. A vote being taken, the motion carried.

NEW BUSINESS

Marmet Branch Library. Right-of-Way. Mr. Santrock reported that the Appalachian Power Company had to upgrade some of the facilities of Marmet, including a new pole on Library property. In order to proceed with the work, a right-of-way agreement was signed by the Library Director and notarized March 31, 1987, after consultation with Mr. Ray.

Upon motion of Mr. Santrock, seconded by Ms. Chilton, it was unanimously

RESOLVED, That the signature of a Right-Of-Way Agreement by Linda G. Wright, Library Director, on March 31, 1987, to Appalachian Power Company for electrical service lines over the Marmet Branch Library property be ratified and approved.

Motion carried.

Laserjet Printer. Mr. Stern reported that the Library is now paying $0.02+ each for barcodes. He said that we can produce barcodes ourselves at a cost of $0.01 each, including material and labor, if we purchase a Hewlett-Packard "Laser Jet Series, II, printer". The cost of the printer is $2,600.00. His comments included the following:

1. Library will save approximately $144.00 a month. The equipment will pay for itself in 18 - 24 months.

2. The printer can be used for "desk top publishing" with any of our micro computers to produce more professional looking newsletters, booklists, etc.

Mr. Stern asked for authorization to purchase the printer and that $2,600.00 be transferred from the Office and Library Supplies - ACS account to the Furniture and Equipment account. There was discussion.

Upon motion of Mrs. Rugeley, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the purchase of a Hewlett-Packard "Laser Jet Series II" printer, including peripheral equipment, for a sum not to exceed $2,600.00 be approved; and

RESOLVED, That the $2,600.00 be transferred from the Office & Library Supplies - ACS account be transferred to the Furniture and Equipment account to fund this purchase.

Motion carried.

Bicentennial Bookshelf Project. Mr. Stern reported that the Library had been awarded a grant of $2,000.00 by the National Endowment for the Humanities. The purpose of the grant is to purchase books on the United States Constitution in honor of its bicentennial. The grant is to be equally divided among the Charleston Library, Dunbar Branch, Elk Valley Branch and St. Albans Branch at $500.00 each. Each local Branch Board will contribute its matching $500.00 required local support out of its own non-budgeted funds. The matching $500.00 for the Charleston Library comes out of non-budgeted August 1986 book sale proceeds.

After discussion, upon motion of Mrs. Glasser, seconded by Dr. Hairston, it was unanimously

RESOLVED, That the sum of $500.00, out of $2,270.10 August 1986 book sale proceeds at the Charleston Library, be specifically set aside as the Charleston Library's matching "local contribution" for the Bicentennial Bookshelf project; and,

RESOLVED FURTHER, That the 1986/1987 Library Materials budget be increased $4,000.00, specifically allocated for the Bicentennial Bookshelf projects in the amount of $1,000.00 each at the Charleston, Dunbar, Elk Valley and St. Albans locations, respectively. Each of the $1,000.00 individual projects is being funded by a $500.00 local contribution from non-budgeted sources and $500.00 from the National Endowment for the Humanities.

Motion carried.

American Library Association Annual Conference. The Library Director reported that the Annual Conference of the American Library Association will be held in San Francisco, California, June 26, 1987 - July 2, 1987. Following discussion, upon motion by Dr. Hairston, seconded by Mr. Kaufflet, it was unanimously

RESOLVED, That six staff members be authorized to attend the American Library Association Annual Conference to be held in San Francisco, California and that they be reimbursed for a portion of their expenses in total amount not to exceed $3,700.00.

Motion carried.

Pittsburgh Library Regional Center Conference. The Library Director reported that the Library is a member of the Pittsburgh Regional Library Center of which she serves as a trustee. She stated that a meeting of the Pittsburgh Regional Library Center will be held in Morgantown, West Virginia, on May 19-22, 1987 and requested authorization to attend.

Upon motion of Mr. Kauffelt, seconded by Ms. Chilton it was unanimously

RESOLVED, That the Library Director be authorized to attend the Pittsburgh Regional Library Center Meeting to be held in Morgantown, West Virginia, on May 19-22, 1987 and her expenses not to exceed $350.00 be paid.

Motion carried.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

May 11, 1987

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on May 11, 1987 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Mrs. Chilton
Mr. Ellis
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mrs. Russell
Mr. Santrock
Dr. Wallace

Also present were Ms. Linda Wright, Library Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Library Director served as secretary. The Secretary reported that a quorum was present.

The minutes of the April 13, 1987 meeting were approved.

Correspondence. The President read a letter from Ms. Wright expressing her appreciation for the reception that was given in her honor on Sunday, April 26, 1987 by the Library Board and staff.

Approval of Bills. The Library Director submitted Book Bills List No. 359 ($13,423.90) and General Bills List No. 359 ($29,012.34) duly certified and approved in accordance with the Bylaws, and on motion of

Mr. Kauffelt, seconded by Mrs. Rugeley, it was ordered that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 356 ($1,041.92) duly certified and approved in accordance with the Bylaws and on motion of Dr. Hairston, seconded by Mr. Kauffelt, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April, 1987. Included were the following:

During April retraining sessions conducted by Karen Philippi, Automation Manager, were initiated for the VTLS circulation system for all supervisors. This training is the first that has occurred since the system was brought up almost two years ago. Many procedures have been developed during the last two years. It was also felt that in order to develop more ability and skill in using the system and to reinforce the use of the quality control manual that these training sessions were needed.

Technical Services has begun to print labels using the new M300 work station. Pam Reger who has been doing the lettering of the labels is being transferred to the Children's Department to shelve books. The RECON project has made steady progress since the speed of the computer has improved. At the end of February, 58,230 items were on hand to be matched. As of the first of May, the pool of items had been reduced to 43,435.

Plans have been completed for the summer reading program. The theme this year is "Lead the Parade Into Summer Reading." The program will last for 10 weeks, June 8 - August 14, and is geared for children from preschool through elementary school. One of the highlights will be a visit to each location from one of the Charleston trolleys.

Reports of Committees.

Budget Committee.

St. Albans Branch Library. Mr. Ellis, Chair, reported that the Budget Committee had met prior to the regular board meeting to discuss the shortfall of $12,000.00 from the City of St. Albans from the amount requested to support the St. Albans Library for fiscal year 1987/1988. He said that a discussion of this matter with the St. Albans Library Board had occurred at the Board's last meeting on April 21, 1987. The guiding principal of the proposed response by Kanawha County Public Library is that as the City was freezing its support for 1987/1988 at the same level as 1986/1987, $12,000.00, that the Kanawha County Public Library was also maintaining its level of support for 1987/1988 at $135,383.00 the same level as the current fiscal year. In terms of impact on the operation this action would result in the following:

1. Continuation of the present 56 hours of service the Library is open to the public. This includes opening only two evenings and no service on Sunday.

2. Downgrading the second professional position of Librarian I for children's services to a less skilled person without a professional degree. Reduction of one part-time clerical position.

3. Reduction of expenditures for library materials by $2,907.00.

After discussion, upon motion of Mr. Ellis, seconded by Mrs. Rugeley, it was unanimously

> RESOLVED, That the Library Board accept the recommendations of the Budget Committee in regard to the proposed reduction in services to take care of the $12,000.00 shortfall from the City of St. Albans for 1987/1988.

Motion carried.

Long Range Planning Committee. Mr. Ray, Chair, reported that the Library was in receipt of a letter from Carolyn Atkinson written at the request of Mayor Ashley of Nitro asking for various types of information regarding the other branches currently within the system. A reply was sent to Mayor Ashley on May 8, 1987. A copy of the letter was sent to all members of the Long Range Planning Committee to give them an opportunity to make revisions before sending the letter to Mayor Ashley.

Mr. Ray also reported that the letter explained how the formula was used and it was outlined how it was calculated for municipal contributions. There was some discussion.

Personnel Committee In the absence of Dr. Bannerot, Chair, and Parker Smith, the Library Director reported for the Search Committee for the position of Personnel Officer. She stated that there were 56 candidates for the position. The Selection Committee consisted of Parker Smith, Joel Stern, Lois Leasure, Vicki Moore and the Library Director. The list of candidates was reviewed and three candidates were interviewed by the Selection Committee. Ms. Wright presented the application of Beth Anne Samples. She reported that the Committee recommends the employment of Beth Anne Samples. Ms. Wright reviewed her personal and professional qualifications.

After discussion, upon motion of Dr. Wallace, seconded by Mrs Rugeley, it was unanimously

RESOLVED, That Beth Anne Samples be employed as Personnel Officer.

Motion carried.

Services Committee.

Scheduling of July 4th Holiday. Dr. Wallace reported that the Library Director had asked for authorization to close the Library on Friday, July 3, 1987 since the July 4th holiday falls on Saturday. He stated the reason for the request is because of the difficulty of scheduling days off for non-exempt staff in compliance with the Fair Labor Standards Act. The majority of the staff members must take a day off during that work week. Dr. Wallace reported that he had discussed this matter with Mr. Ellis and recommended that the request of the Library Director be approved.

After discussion, upon motion of Dr. Wallace, seconded by Mr. Ellis, it was moved that the Library Director be authorized to close the libraries on Friday, July 3 and Saturday, July 4 in observance of Independence Day. All voted in favor of the motion with one exception.

Sale of Rare Books. Dr. Wallace, Chair and the Library Director reported that the Services Committee met on April 6, 1987 to discuss the unused and unneeded reserve and rare books in the library. The Library Director distributed a list of these reserve books and rare books. She said the library has no need for these books. Many of the books are housed on the fifth floor gathering dust in unairconditioned space which is contributing to their physical deterioration. These books are of additional cost to the Library due to a special insurance policy we carry

on rare items. It was suggested the books be put on the market, be made available for sale by the most profitable means. It was also stated that the library could offer the books to other libraries and public agencies before selling. Some of the books were purchased through a private collection some forty years ago. The library does not have enough space to house them and maintain them under proper conditions.

After discussion, upon motion of Dr. Wallace, seconded by Mr. Moss, it was moved that further study be given to this particular project with a view towards first making these volumes available to institutions of higher education or museums that could properly care for them. A vote being taken, the motion carried.

Library Board Membership Committee. The President reported that the Library Board membership terms of Mr. Ellis, Mrs. Glasser and Dr. Wallace are scheduled to expire on June 30, 1987. The President appointed the following persons to serve on the Library Board Membership Committee:

Mrs. Rugeley, Chair
Dr. Bannerot
Ms. Chilton

Nominating Committee - Election of Officers. The President announced that Mr. Moss will serve as Chair of the Nominating Committee. Members of the Committee are Mrs. Glasser and Mr. Santrock.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Linda L. Wright
Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

June 8, 1987

The regular meeting of the Library Board of Directors of Kanawha County Public Library was held on June 8, 1987 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Ms. Chilton
Mr. Ellis
Mrs. Glasser
Dr. Hairston
Mr. Kauffelt
Mr. Ray
Mrs. Rugeley
Mrs. Smith

Also present were Ms. Linda Wright, Library Director, Mr. Joel Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as secretary. The Secretary reported that a quorum was present.

The minutes of the May 11, 1987 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 360 ($104,675.13) and General Bills List No. 360 ($51,517.87) duly certified and approved in accordance with the Bylaws, and on motion of Ms. Chilton, seconded by Mr. Kauffelt, it was ordered that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No 358 ($4,414.83) duly certified and approved in accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mr. Kauffelt, it was ordered that the bills set out on said list be paid.

Library Director's Monthly report. Ms. Wright gave an oral report on the activities of the Library for the month of May, 1987. Included were the following:

Another series of four VTLS retraining sessions was held in May. The two series of sessions resulted in over twenty supervisors being retrained. It is now the responsibility of these supervisors to work with retraining the staff members whom they supervise.

Plans were made for an on-line catalog trial run including development of guidelines to handle branch requests for titles/ information at the Charleston Library; the development of plans for increased delivery service to all locations; and development of questionnaires for public and staff to measure needs for publicity and training.

Staff in all locations began a review of an area of the collection the 500's, physical science. This review will allow us to withdraw materials that are worn out or out of date and to identify titles to add to the collection to keep it up to date and improve the scope of the collection. After evaluating the procedures we have used and addressed problems that may have surfaced we will then move on to eventually develop a system that will allow this to happen on an ongoing basis.

Reports of Committees.

Budget Committee.

Amended Budget 1986/1987. Mr. Stern reported on the financial affairs of Kanawha County Public Library for the fiscal year ending June 30, 1987. An amount of $116,014.92 of non-appropriated receipts was identified, explained and recorded as follows:

NON-APPROPRIATED RECEIPTS

1986/1987

Interest earned - over and above $22,600.00	est.	$19,146.53
Miscellaneous Recipts - over and above $39,000.00		9,359.85
Book Sale		2,179.10
State of West Virginia - Automation Grant		206.23
State of West Virginia - Automation Grant		3,778.56
State of West Virginia - Model 70 Upgrade		52,898.00
State of West Virginia - Tax Dept. Social Security Refund		1,346.62
Ames Foundation - Computer upgrade		500.00
KCPL - Special Account - Closed Social Security Refund Account		86.70
West Virginia State College - 2 Hewlett Packard Memory Modules		6,000.00
Kanawha County Board of Education - Contracted Service		107.20
Kanawha County Board of Education - Contracted Service		134.00
Kanawha County Board of Education - PEIB		4,103.76
Kanawha County Board of Education - PEIB		413.76
Kanawha County Board of Education - PEIB		389.28
Kanawha County Board of Education - PEIB		411.84
Kanawha County Board of Education - PEIB		819.84
Kanawha County Board of Education - PEIB		456.48

Kanawha County Board of Education - PEIB	431.28
Ronald Finney - Insurance premium for Hal Fisher	134.40
Ronald Finney - Insurance premium for Hal Fisher	67.20
Juanita Chandler - Insurance premium for Hal Fisher	67.20
Ronald Finney - Insurance premium for Hal Fisher	84.00
Hal Fisher - Insurance premium for Hal Fisher	84.00
Janice Prince - Insurance premium for Hal Fisher	9.00
Hal Fisher - Insurance premium for Hal Fisher	75.00
West Virginia Library Association - Refund for postage	135.30
Xerox - Revenue for copy machine	169.88
Commerce Clearing House - refund on duplicate	135.00
Ebsco - Refund on over payment	2,877.60
Baker & Taylor - Refund on postage	112.45
Baker & Taylor - Refund on postage	101.26
Baker & Taylor - Refund on postage	79.85
The Columbus Child - Refund on subscription	4.50
Career Guidance Foundation - Refund on cancellation	98.00
Pamela McClure - Refund on travel allowance	10.94
West Virginia Arts & Humanities	800.00
Aetna Life Insurance Co. - Glass loss at Sissonville	182.28
Aetna Life Insurance Co. - Collision damage to van	172.10
Horace Mann - Refund - policy terminated	247.50
Aetna Life Insurance Co. - Payment on theft of computer on loan	2,936.08
Aetna Life Insurance Co. - Computer stolen from Cross Lanes Library	298.78
St. Albans Library Board - For Bicentennial Bookshelf	500.00

National Endowment for Humanities KCPL - For Bicentennial Bookshelf	500.00
National Endowment for Humanities St. Albans - For Bicentennial Bookshelf	500.00
Elk Valley Library Association - For Bicentennial Bookshelf	500.00
National Endowment for Humanities - Elk Valley - Bicentennial Bookshelf	500.00
Dunbar Library Board - For Bicentennial Bookshelf	500.00
National Endowment for Humanities - Dunbar	500.00
Dunbar Public Library - Refund on Bookmarks for WVLA	134.35
Rosa Manly - Refund on overpayment on salary check	3.35
Board of Education - Outstanding check written off prior to 6-30-86	180.91
Janice Prince - Insurance for Hal Fisher	4.00
Janice Prince - Insurance for Hal Fisher	20.00
Janice Prince - Insurance for Hal Fisher	20.00
Hal Fisher - Insurance for Hal Fisher	84.00
Hal Fisher - Insurance for Hal Fisher	124.00
Bernice Harrison (Mrs. John) - Insurance premium	108.00
West Virginia Library Association - postage for National Library Week	184.96
	$116,014.92

After discussion, upon motion of Mr. Ellis, seconded by Mr. Kauffelt, it was moved that the Budget of the current 1986/1987 fiscal year be amended to reflect the list of non-appropriated receipts, shown above, as well as additional monies received between this date and June 30, 1987.

Outstanding Checks. Mr. Stern submitted a list of "stale" checks which should be cancelled, in keeping with standing

recommendations of the Library's auditors, with the proviso that they may be reissued should valid claim arise.

The checks to be cancelled are as follows:

Date	Payee	Check Number	Amount
4-10-86	Idair Smookler	308379	$115.20
10-21-86	Rose City Press	435799	303.96
10-21-86	Skeens Sign Specialist	435806	100.80
11-25-86	West Virginia Library Association	436008	85.00
12-23-86	Helen Cohen	436140	1.50
12-23-86	Deborah L. Lee	310777	.45
	Total		$606.91

It was suggested that a letter be sent to payees listed above to inform them that their check is outstanding and would be cancelled. A check will be re-issued upon a written request from them.

After discussion, it was moved by Mr. Kauffelt, seconded by Dr. Hairston, that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above with the proviso that a check may be reissued should a valid claim arise. Motion carried.

1987/1988 State Grant-In-Aid and 1987/1988 Budget. Mr. Stern said that the West Virginia Library Commission would decide at its June 15, 1987 meeting, how to absorb the $800,000, or 10%, cut in its 1987/1988 appropriation as contained in the State's final budget for the new year. After discussion with people at the Library Commission, Mr. Stern

forecast a Grant-In-Aid cut of not more than 5%-8%, or $0.15-$0.24. The Library's 1987/1988 Budget, as adopted at the February 1987 Board meeting, included $642,026 in Grant-In-Aid, at $2.98 per capita.

Mr. Ellis, Chair, Budget Committee, said that a combination of greater than anticipated revenue and less than budgeted expenses for this year would provide a cushion of about $41,000--translating to slightly less than $0.20/per capita in terms of Grant-In-Aid--that could be used in support of next year's budget, if necessary. Another way of saying it, Mr. Ellis continued, was that the Library's 1987/1988 expense budget could be put into force with Grant-In-Aid as little as $2.78 per capita by use of this year's operations "savings." Mr. Ellis concluded by saying that it was desirable to inform employees of their 1987/1988 salaries as soon as possible.

After further discussion, upon motion of Mr. Ellis, seconded by Mr. Kauffelt, it was unanimously

> RESOLVED, That the Kanawha County Public Library 1987/1988 Expense Budget, as adopted at the February, 1987 Board Meeting, is hereby confirmed upon receipt of word from West Virginia Library Commission that 1987/1988 Grant-In-Aid will be at least $2.78 per capita; and
>
> RESOLVED FURTHER, That a special meeting of the Kanawha County Public Library Board of Directors be called for June 22, 1987, 4:00 p.m., upon receipt of word from West Virginia Library Commission that 1987/1988 Grant-In-Aid will be less than $2.78 per capita.

Motion carried.

Library Board Membership Committee. Mrs. Rugeley, Chair, reported that the Library Board Membership Committee recommended that the

following be nominated (i) Mr. Gary Ellis for a term of six (6) years beginning July 1, 1987, ending June 30, 1993, (ii) Mrs. Carole Glasser for a term of six (6) years beginning July 1, 1987, ending June 30, 1993, and (iii) Dr. William J. L. Wallace for a term of six (6) years beginning July 1, 1987, ending June 30, 1993.

Following discussion, upon motion of Mrs. Rugeley, seconded by Mr. Kauffelt, it was moved that the recommendations of the Committee be accepted. The motion carried.

The Library Director was then instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

Date of Annual Meeting. The Annual Meeting will be held on Friday, July 3, 1987 at 2:00 p.m. in The John V. Ray Room. If there is a lack of a quorum to conduct a meeting, the Annual Meeting will be postponed to Friday, July 10, 1987 at 2:00 p.m. in The John V. Ray room.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Joel Stern
Assistant Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 10, 1987

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Friday, July 10, 1987 at 2:00 p.m. in The John V. Ray Room of the Library.

The following members were present:

Mrs. Smith
Ms. Chilton
Mr. Moss
Dr. Wallace

Also present were Ms. Wright, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

The President welcomed Mr. Michael K. Starling, President, Elk Valley Library Board; Ms. Molly Nealer and Mr. Karney Tinney, members of the Sissonville Library Board; Mr. Homer Sweeney, President, St. Albans Library Board, Ms. Eleanor Keenan and Mr. Hobart McGinnis, members of the St. Albans Library Board, branch librarians, department heads and staff who were in attendance.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Correspondence. The Library Director reported that the Library was in receipt of a letter from Dr. Richard D. Trumble, Superintendent of Schools of Kanawha County Schools. It reads as follows:

"June 19, 1987

"Ms. Linda G. Wright, Secretary
Kanawha County Public Library
123 Capitol Street
Charleston, WV 25301

"Dear Ms. Wright:

"The Kanawha County Board of Education unanimously approved your request of June 11, 1987, that Mrs. Carole Glasser, Mr. Gary Ellis, and Dr. William J. L. Wallace be duly elected as members of the Kanawha County Public Library Board of Directors, effective July 1, 1987, through June 30, 1993. This action was taken during the Regular Session of the Board of Education held on Thursday, June 18, 1987.

"Sincerely yours,

/s/ Richard D. Trumble

Richard D. Trumble, Ph. D.
Superintendent of Schools

RDT/bp"

The minutes of the June 8, 1987 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 361 ($4,372.89) and General Bills List No. 361 ($34,675.24) duly certified and approved in accordance with the Bylaws, and on motion of Ms. Chilton, seconded by Mr. Moss it was ordered that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 359 ($1,086.66) duly certified and approved in

accordance with the Bylaws and on motion of Ms. Chilton, seconded by Mr. Moss it was ordered that the bills set out on the said list be paid.

Budget Committee.

Summary of Fiscal Year 1986/1987. In the absence of Mr. Kauffelt, Chair, Mr. Stern reported that all financial reports for the year ending June 30, 1987 have not been received. Therefore, a summary of all receipts and expenditures for fiscal year 1986/1987 is not available at this time. A final report will be prepared as soon as all reports are received. Mr. Stern did report that we operated in the black for the year, that is, income was greater than expenses.

Grant-In-Aid 1987/1988. Mr. Stern reported that the Library was in receipt of a memo from Frederic Glazer, Director of the West Virginia Library Commission, stating that the Library will receive $2.98 per capita or a total of $642,026.00 in Basic Grant-In-Aid for fiscal year 1987/1988. This is the same amount as the $2.98 per capita appropriated for 1986/1987. Mr. Stern gave his opinion that the West Virginia Library Commission had done a splendid job in maintaining Grant-In-Aid despite a 10% cut the Commission sustained from the amount contained in the original 1987/1988 State Budget that was vetoed.

Personnel Committee. The Library Director reported that Helen Virginia Goode, former Personnel Officer, recommended that the Library reaffirm the Equal Employment Opportunity Statement. She stated that Dr. Bannerot, Chair, Personnel Committee, had reviewed and approved the statement.

Afterwards, upon motion of Ms. Chilton, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the Re-Affirmation Equal Employment Opportunity Statement be spread on the minutes of this meeting showing that we are concurring.

Motion Carried.

The statement reads as follows:

Re-affirmation - EQUAL EMPLOYMENT OPPORTUNITY

Kanawha County Public Library System recognizes and fully accepts its duty to provide Equal Employment Opportunity to all. Therefore, this policy is to reaffirm our commitment to the principle that all employment decisions shall be made on a non-discriminatory basis without regard to an applicant's or employee's race, religion, color, national origin, sex, age and/or handicap. The Library System makes reasonable accommodation to the known physical and mental limitations of otherwise qualified handicapped applicants and employees unless it is demonstrated that the necessary recommendations would impose an undue hardship on the operation of the agency.

The following are the rules under which the Library operates:

(1) The Library System will recruit, hire and promote employees without regard to race, religion, color, national origin, sex, age or handicap.

(2) The Library System will base all decisions of employment so as to further the principles of Equal Employment Opportunity.

(3) The Library System will ensure that promotion decisions are in accord with principles of Equal Employment Opportunity by imposing only valid requirements for promotional opportunities.

(4) The Library System will ensure that all personnel actions such as compensation, benefits, transfers, layoffs, returns from layoff, Library sponsored training, education, tuition assistance, social and recreational programs will be administered without regard to an individual's race, sex, age, color, religion, national origin, or handicap.

Reaffirmed by Board of Directors, Kanawha County Public Library July 10, 1987.

/s/ Helen Smith	/s/ Linda G. Wright
President, Board of Directors	Library Director
July 10, 1987	July 10, 1987
Date	Date

Annual Report. The Library Director introduced the staff members present. They were: Sara Sue Wright, Chief Adult Services; Beth Hand, Charleston Children's Department; Jo Ellen Flagg, Chief, Extension Department; June Martin, Chief, Reference Department; Olivia Bravo, Circulation Department; Terry McDougal, Children's Librarian, Elk Valley and Dunbar; Daisy Stemple, Children's Librarian, Extension Depatment; Mary Horn, Branch Librarian, Sissonville Library; Karen Fields, Branch Librarian, Cross Lanes Library; Sara Thompson, Branch Librarian, St. Albans Library; Anna Parker, Branch Manager, Glasgow and Marmet libraries; Jean Andrews, Librarian, Clendenin Public Library; Carolyn Atkinson, Librarian, Nitro Public Library; Karen Philippi, Automation Manager; Claudia Benton, Chief, Technical Services; Beth A. Samples, Personnel Officer; Joel Stern, Assistant Director; and Lorena Ammar, Administrative Assistant.

The above-named department heads, division heads and branch librarians spoke briefly about their department/branch's functions, purposes, programs and services. Questions and comments followed. There were also questions and comments from the branch library boards members.

The President asked Dr. Wallace to give a brief summary of the procedures used in choosing a new Library Director.

Afterwards, the President introduced Ms. Wright, the Library Director. She then asked for the Library Director's Annual Report for 1986/1987. Her report included the following highlights:

At the Administrative level we have begun an effort to review the services we are currently offering. Written guidelines are being compiled for these services - many of which had previously been verbal understandings that had been passed down to successive staff members. Once these are in writing they will be reviewed as to current systemwide needs.

Written policies are being reviewed and in the instance of those related to personnel they are being developed. All of this leading to the assembling within this next year of a substantial infrastructure of written policies, guidelines and procedures that will allow the system as a whole to be proceeding together in a coordinated, organized manner that will result in better service to the public. This infrastructure will then provide a substantive base from which strategic planning can evolve.

Communications is an area that has been emphasized during these past seven months. Communications have begun to improve by the implementation of staff meetings, wider distribution of minutes of meetings, and more flexible professional representation at the Director's Cabinet meetings. This will be continued and other means of improving communication explored that will foster the development of a systemwide, team effort in striving to work towards carrying out the mission of the Library.

Any public library should have as a constant, ongoing mission the improvement of the quality of its service. In this area several trial programs are underway that are the nucleus for improved service. We currently have the on-line catalog at two test sites. Systemwide implementation of the on-line catalog will vastly improve the accessibility of the public to the entire collection. This service will have significant implications in the handling of requests from the public in terms of our delivery system and in terms of interchange in the areas of information/reference amongst our branches and the Charleston Library. Steps are being taken to anticipate the impact within the System in these aspects of our service delivery. The other trial program deals with the development of a comprehensive systemwide collection maintenance and development program that will provide for regular review of the physical condition, currency and scope of the collection.

Also in order to improve the quality of service a broad range of management data is needed that will provide a total picture as to the scope and level of services at all units. To gather this data a uniform monthly report form has been developed and implemented as of July 1.

Election of Officers. Mr. Moss, Chair, reported that the Nominating Committee recommended that the present officers of the Library Board be elected to serve again by acclamation. The officers are as follows:

Helen Smith	- President
John L. Ray	- First Vice President
Frederick Bannerot	- Second Vice President
Linda Wright	- Secretary/Treasurer
Joel Stern	- Assistant Secretary/Treasurer

Upon motion of Mr. Moss, seconded by Dr. Wallace, it was moved that the above named officers be elected by acclamation.

Motion carried.

West Virginia Library Association/American Library Association Dues.

The Library Director announced that dues for the West Virginia Library Association and American Library Association for all Kanawha County Public Library board members are paid by the Library. All notices received by them should be sent to the Administrative Office.

There being no further business, the meeting on motion adjourned.

Helen J. Smith
President

Joel Stern
Assistant Secretary

ANNUAL REPORT

FISCAL YEAR 1986/1987

Library Board

- Three new members were appointed

  Ms. Nelle Chilton, Mrs. Loytte Russell, Mr. Parker Smith

- Three members were re-appointed

  Mr. Gary Ellis, Mrs. Carol Glasser, Dr. William J. L. Wallace

- Three members left the Board

  Mr. Bernard Jacobson, Mr. James Smith, Mr. Frank Stowers

- The Director Selection Committee completed its objective of hiring a new director in September with the appointment of Linda G. Wright effective December 1, 1986.

- Committees of the Board were involved in a variety of matters including the upgrade of the minicomputer, purchase of equipment for Technical Services from the Bernard Jacobson and Steele A. Hawkins Fund, long range planning and consideration of rare books in the collection.

Personnel

- Nicholas Winowich retired as Library Director on November 30, 1986 after thirty years of service to the Kanawha County Public Library. A public reception honoring Mr. Winowich was held on September 21, 1986.

- Ms. Olivia Bravo joined the staff in April as Circulation Operations Librarian at the Charleston Library.

- Ms. Sara Thompson transferred from Extension Services Librarian to Branch Librarian for St. Albans in May.

- Ms. Pam McClure resigned as Personnel Officer in March. Ms. Beth Samples was recently hired for this position.

- Mr. Gene Fleisher resigned in January as an Information Desk Librarian.
- Ms. Catherine Willard resigned as Outreach Services Librarian in June.
- Systemwide communication was improved in several ways. Regular staff meetings are held by individual departments and branches. The minutes of meetings of the Board of Directors and the Library Director's Cabinet are distributed to each unit. The representation at Cabinet meetings includes more supervisors based on topics of discussion.
- Personnel policies for sick leave, vacation leave, grievance procedures and disciplinary action were developed, approved by the Chairman of the Personnel Committee of the Board and implemented.
- A revision of the position classification plan was drafted.
- Work is in progress on a revision of the pay plan.
- Work is underway on the revision of the employee evaluation form.
- Recruitment, interviewing and hiring took place for the professional position of St. Albans Branch Librarian, Circulation Operations Supervisor at the Charleston Library and Personnel Officer.
- Workshops on dealing with problem patrons were held.
- Plans are in development to expose more of the staff to locations or departments they do not usually work in to foster a better understanding of the operations of the entire system.

Automation

- The minicomputer that runs our automated system was upgraded to improve our response time. Plans were developed and implemented to borrow microcomputers from various businesses and agencies in the county to allow us to run our backup system while we were down for this hardware upgrade and the subsequent installation of a major revision of our VTLS software.

- A plan was formulated and a trial run has begun at two locations for the public access on-line catalog.
- The Quality Control Manual which compiled user friendly procedures for the automated circulation system was expanded with the completion of a number of additional procedures.
- A study of the handling of reserves for best sellers was undertaken which resulted in a major revision to the procedures being drafted for implementation later this summer.
- Two retraining courses of four sessions each on the procedures for the automated circulation system were held.
- Additional staff have been trained to use the word processing equipment in the Administrative Office.

Operations

- Each department and branch set goals for 1987.
- A written monthly report is required from each department and branch including reporting on progress with goals.
- A revision of the monthly report of all public service locations was finalized for implementation July 1. The new form will measure more aspects of our service than just materials circulated. Such areas as number of reference questions, number of programs offered and attendance, and so forth will be recorded to reflect a clearer, overall picture of level of service delivery at each location.
- Procedures were developed and a test program initiated to review a given area of the collection to withdraw out-of-date and worn-out materials and identify materials that need to be replaced or added to the collection. The results of the test program will be incorporated into the development of an ongoing systematic program of collection maintenance.

- A project to identify and list rare books that are no longer of use in our collection and for which we do not have the space or adequate physical conditions to house them nears completion. Letters have been sent to institutions which may find them useful to ascertain their interest in some of these materials.
- Task forces were initiated to review and make recommendations concerning our delivery system and materials selections policies and procedures.
- The Reference Department completed a revision of the West Virginia Foundation Directory. Plans are new being made for its printing and distribution.
- The Reference staff at the Charleston Library began to develop guidelines for the provision of reference service.
- The Children's Department at the Charleston Library is developing written guidelines for school class visits and visitations by Library staff to schools.
- The picture files in the Audio Visual Room were relocated to allow more working space for audio-visual staff. The audio Visual Room was painted and additional shelving added to allow better organization of materials.
- The check out procedures for videos, which are now done by hand, are being reviewed for incorporation into the automated system.
- A computer work station to print spine and pocket labels for the Technical Services Department was purchased and installed.

- Written guidelines were developed and implemented concerning the handling by the Charleston Library of telephone requests for information and/or materials from branch libraries.
- A plan was initiated to better organize office supplies kept on hand and to maintain an accurate, current inventory of these supplies.

Physical Plant Maintenance

- A contract was negotiated to provide for the mowing of the grass on a regular basis at all locations.
- A plan is being developed to improve the landscaping at all locations over the next two years.
- The second floor of the Charleston Library was painted. Securing windows at Cross Lanes and Sissonville to better prevent breakins, painting of areas at Marmet and St. Albans, securing computer cabling at Cross Lanes are examples of the efforts made during the past year to improve the physical appearance of various buildings.
- Specifications were drafted to improve regular janitorial service to the Charleston Library.

Public Relations.

- Joint committees of school and public librarians were developed to improve working relations between the two groups.
- A task force was established to improve our public information materials and to work with various departments and branches to facilitate systemwide programming.

Respectfully submitted,

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

AUGUST 10, 1987

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on August 10, 1987 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Dr. Bannerot
Mr. Ellis
Mr. Moss
Mrs. Rugeley
Mrs. Russell
Mr. Santrock
Dr. Wallace

Also present were Ms. Wright, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

In the absence of Mrs. Smith, President, Mr. Ray First Vice-President, presided. The Assistant Secretary reported a quorum was present.

The minutes of the July 10, 1987 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 362 ($15,854.62) and General Bills List No. 362 ($57,914.79) duly certified and approved in accordance with the Bylaws, and on motion of Dr. Bannerot, seconded by Dr. Wallace, it was ordered that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 360 ($326.24) duly certified and approved in accordance with the Bylaws and on motion of Dr. Bannerot, seconded by Dr. Wallace, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of July, 1987. Included were the following:

> During July we reached the peak of activity with our Summer Reading Program. Over, 2,000 children are involved in this program this summer which has a travel theme. This program has been planned and developed by the Kanawha County Public Library professional children's librarians. During July one of the KRT trollies visited each branch location. This was a very well attended program in each branch but we were disappointed not to have any news media coverage.
>
> The City of St. Albans City Council reportedly has voted to restore the $12,000 in municipal support for the 1987-88 fiscal year. We have not as of this date received any official notification of this action.
>
> In the area of Personnel we have advertised for the half-time position of Courier approved in the 1987-88 budget and have received 41 applicants. The Personnel Officer is now narrowing this field of applicants. The Librarian III position in the Extension Department was nationally advertised and only one application was received. Anna Parker, the Branch Manager of the Glasgow and Marmet libraries, has submitted her resignation effective September 1. Her husband has received a promotion and they will be moving to Cincinnati. We sent twelve supervisors to a one day seminar on how to deal with difficult people.
>
> The review and analysis of all areas of the collection in the 500's was completed in July. We now will move on and review the area of the 600's this fall. In developing this year's breakdown of the materials budget, funds have been set aside for purchasing materials identified as being needed through the review process. A systemwide evaluation of subscriptions to periodicals and services was begun in July. The total cost for these items was out of balance with what we have been spending for other types of materials.

The retraining of all staff members on VTLS procedures was almost completed in July. Also in July the trial run of two public access terminals at the Charleston and Dunbar libraries was completed. The several dozen completed questionnaires we received from patrons and staff members, showed a very favorable response to the PATS. We are now in the process of installing the public access terminals throughout the system. This should be completed in early September.

Finally in July we initiated use of a standardized monthly report form in order to obtain more systemwide public service management information. A sample showing the compilation of statistical data for July is before you.

Reports of Committees.

Budget Committee.

Reserve Balance. Mr. Stern reported that it was necessary to create a reserve balance in the amount of $16,122.93 for the purpose of carrying forward this sum in order to make payments in 1987/1988 on obligations made during the fiscal year 1986/1987.

After discussion, upon motion of Mr. Ellis, seconded by Mr. Santrock, it was unanimously

RESOLVED, That certain balances specifically authorized to be spent in the fiscal year 1986/1987 but not actually spent in that year be carried forward and paid after July 1, 1987 in the amount of $16,122.93 and that the sum of $16,122.93 be added to the budget for the fiscal year 1987/1988, as follows:

Furniture and Equipment	$ 2,600.00
Books	1,335.97
Nitro-Personnel Services	1,817.11
Long Range Planning Project	10,369.85
Total	$16,122.93

Motion carried.

Creation of Unemployment Compensation Fund. Mr. Ellis reported that he, the Library Director and Assistant Director had discussed the creation of a separate Fund out of which we pay would the State of West Virginia for reimbursable unemployment insurance claims. This separate

fund would be started with $15,000.00 from accumulated balances and $5,000.00 from the Library's 1987/1988 Budget. The total of $20,000.00 would provide a cushion out of which three near-maximum claims from terminated employees could be paid in a year without disrupting that year's operating budget. It should be adequate except in very unusual circumstances inasmuch as the maximum of reimbursable claims we have paid the State in any of the last five years is about $3,500.00.

After discussion, upon motion of Mr. Ellis, seconded by Mrs. Russell, it was unanimously

RESOLVED, That the sum of $15,000.00 be set aside from accumulated balances for the establishment of a separate Unemployment Compensation Reimbursement Fund out of which payments will be made to the State of West Virginia for proper reimbursable unemployment claims; and

RESOLVED FURTHER, It is anticipated annual contributions will be made to the Fund out of the Library's operating budget in future years to maintain $20,000.00 in the Fund the first day of each fiscal year.

Motion Carried.

Mr. Ellis stated that a separate motion was necessary to authorize the establishment of a separate account at the West Virginia Consolidated Investment Fund for the new Unemployment Compensation Reimbursement Fund.

Upon motion of Mr. Ellis, seconded by Mrs. Russell, it was unanimously

RESOLVED, That the Board of Directors of Kanawha County Public Library hereby finds that the participation and investment of money in West Virginia Consolidated Fund in accordance with the provisions of said statutory provision is in the best interest of the Kanawha County Public Library; and

RESOLVED FURTHER, That the Board of Directors does hereby authorize the participation of this Kanawha County Public Library Unemployment Compensation Reimbursement Fund in the Consolidated Fund for purposes of investment and further authorizes its

treasurer to do all things necessary in order to participate in said Fund: Provided, that before making any funds available to the State Board of Investment, the treasurer of this Kanawha County Public Library shall first determine that the available interest rate offered by an acceptable depository in this county be less than the interest rate, net of administrative fees, offered by the State Board of Investments.

Motion carried.

Restoration of Services at St. Albans Branch Library. Mr. Ellis reported that the Library Director had been informed orally by the President of the St. Albans Library Board that the St. Albans City Council had voted to restore the City of St. Alban's 1987/1988 contribution to $24,000.00, restoring the $12,000.00 cutback.

Upon motion of Mr. Ellis, seconded by Mr. Moss, it was unanimously

RESOLVED, That the Library Director be authorized to restore the Library's 1987/1988 Expense Budget to St. Albans to the original amounts:

Salaries	$ 95,364.00
Fringe Benefits	13,857.00
Library Materials	32,538.00
Other Expenses	13,037.00
Total	$154,796.00

upon receipt of written notification from the City of St. Albans that it is restoring its 1987/1988 contribution in support of the St. Albans Library to the originally requested $24,000.00; and

RESOLVED FURTHER, That after receipt of such notification, the Library Director is directed to resume as soon as possible staffing levels and hours of service factored into the original $154,796.00 1987/1988 Expense Budget.

Motion carried.

Authorization to Consolidate Periodical Back Files. Mr. Ellis reported that the Library Director has requested authorization to

consolidate the periodical back files that are now housed on the second and third floors of the Charleston Library. This move will make for more efficient delivery of back issues to patrons and, also, will free up much needed space which will probably be used for office and work space. He stated the cost of furniture and equipment would be approximately $11,000.00.

After discussion, upon motion of Mr. Ellis, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That the Library Director is authorized to take steps necessary to consolidate periodical backfiles now housed at second and third floor rooms at the Charleston Library into the second floor room at a cost not to exceed $11,000.00, to be charged to the Furniture and Equipment line item, and

RESOLVED FURTHER, That the Library Director is authorized to prepare legal notices for bids as may be necessary to purchases equipment for this project.

Motion carried.

Personnel Committee. Dr. Bannerot, Chair, reported that an ad hoc committee consisting of Mrs. Smith, Mr. Ellis (as Chair of the Budget Committee), Mr Moss (representing the Services Committee) and himself met with the Director and Assistant Director on July 31, to consider reorganization Proposals submitted by the Library Director. Copies of these Proposals, including appropriate organization charts, were then distributed to all Board members.

These Proposals deal with (a) consolidating all services to children, which are now being delivered mainly by the Extension Department and the Charleston Children's Department, into a consolidated Children's Services Department to be headquartered on the third floor of the Charleston

Library, (b) to divide the remaining services of what is now the Extension Department into a Branch Services Department, dealing with our seven branches and two affiliates, and an Extension Services Department, dealing with Mobilibrary, Satellite libraries, Blind & Physically Handicapped service, Homebound, Institutional deposit collections and literacy, and (c) creation of an information/community liaison officer position. All of this would be done within the existing 1987/1988 Budget except for a modest supplemental appropriation for the improvement of office and work space.

Some of the items covered in the ensuing discussion were:

1. Handling reassignment of personnel.
2. Location of offices, especially location of the Branch Services Department.
3. Shelving needs for new Childrens Services department.
4. Costs of shelving and refurbishing office and work space.

After further discussion, upon motion of Dr. Bannerot, seconded by Mr. Ellis, the following resolutions were unanimously adopted:

> RESOLVED, That the Library Director is authorized immediately to take steps necessary to create the Children's Services Department, to create a new Branch Services Department and a new Extension Services Department out of the now existing Extension Department and to create a new position of information/community liaison officer, as generally outlined (but not inflexibly bound by) the Proposals on these matters appended to these Minutes, and
>
> RESOLVED FURTHER, That the Library Director is authorized to take the following specific steps to implement such reorganization (with the cost thereof to be within existing 1987/1988 budget totals for appropriate line items except as noted in (1) below):
>
> 1. Improvement of space, including shelving purchases at location(s) to be determined by the Director at a total cost not to exceed $10,000.00 to be charged to the Repairs and

Maintenance and/or Furniture and Equipment line item accounts, with up to $5,000.00 of the $10,000.00 needed to be added to the 1987/1988 Budget from accumulated balances.

2. Hiring of an information/community liaison officer within the beginning salary range of $15,192 - $17,256,

3. Appointment of Marquerite (Peg) Palmer as a part-time Librarian II, not to exceed 25 hours per week at her present equivalent hourly rate,

4. Upgrading an existing Librarian II position to a Librarian III to be Head of the Children's Services Department,

5. Upgrading an existing Library Clerk II to a Library Clerk III within the new Extension Services Department.

6. Creation of a part-time page and part-time Clerk II from an existing Clerk I vacancy within the new Extension Services Department, and,

RESOLVED FURTHER, That the Library Director is given discretionary authority to upgrade not more than two positions by not more than one paygrade each by December 1, 1987 if, in her judgment, these are necessary to complete implementation of these departmental reorganizations, reporting on such additional upgrades, if any, at the December Board meeting.

There being no further business, the meeting on motion adjourned.

First Vice-President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

SEPTEMBER 14, 1987

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on September 14,1987 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Ms. Chilton
Mr. Ellis
Mr. Moss
Mr. Ray
Mrs. Russell
Mr. Santrock
Dr. Wallace

Also present were Ms. Wright, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the August 10, 1987 meeting were approved.

Correspondence. The Library Director reported that the Library was in receipt of a letter dated August 26, 1987 from A. Eddie Bassitt, Mayor of St. Albans. It reads as follows:

"August 26, 1987

"Ms. Linda Wright
Kanawha County Public Library
123 Capitol Street
Charleston, West Virginia 25301
"Dear Ms. Wright:

"The purpose of this letter is to officially advise you of action taken by the St. Albans City Council allocating an additional $12,000 as requested in Joel Stern's proposal of February 26, 1987. Further, we have received approval from the State Tax Department to amend and increase our budget accordingly for this purpose.

"I would also like to thank Mr. Homer Sweeney and other members of the library board as well as all citizens who have been involved in promoting the St. Albans branch which is without a doubt one of the best in the state.

"I am looking forward to the restoration of your evening and weekend hours for the benefit of our students and look forward to hearing from you if I can be of additional assistance.

"Sincerely yours,

/s/ A. Eddie Bassitt

A. Eddie Bassitt, Mayor

AEB:sis
Enclosure
cc: Homer Sweeney
C. G. Hill
Finance Committee"

West Virginia Library Association. The President announced that the West Virginia Library Association Annual Meeting will be held in Beckley, West Virginia, on October 8-10, 1987. She stated that the Library would receive a trustee grant of $100.00 for any board member who wishes to attend. The Director added that nine or ten professional staff members would be there, some for only one day.

Approval of Bills. The Library Director submitted Book Bills List No. 363 ($22,918.53) and General Bills List No. 363 ($38,822.16) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Ray, seconded by Mrs. Russell, it was ordered that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 361 ($909.35) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Ms. Chilton, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of August, 1987. Included were the following:

> August saw another milestone achieved in the Library's automation program, the public access terminals were installed at all locations. All card catalogs are now frozen, with no additional cards being produced and filed. The RECON project continues to make progress. During the summer a concentrated effort was made to enter all the juvenile materials in the Extension Department and as a result this collection has been completed. Work is now beginning on the adult collection in the Extension Department and plans are being developed for the special handling that will be needed for the reference materials.
>
> The frequency of the courier service was increased in August in anticipation of more demand by the public for materials as a result of the use of the public access terminals.
>
> During August a courier was hired. The position of Branch Manager for Glasgow/Marmet was advertised. The position of Librarian III for the Extension Department was readvertised. June Martin, the Reference Services Supervisor for the Charleston Library, submitted a letter indicating her intention to retire as of October 31 after twenty-four years of service.
>
> During August a staff exchange program was initiated. Nine full-time staff members each spent two days working in another area of the system from their regular assignment. The objective of this on-going program is to broaden the staff members awareness of other areas of the system.

Reports of Committees.

Building and Grounds Committee.

Code of Behavior. Mr. Santrock, Chair, reported that the Board of Directors had adopted a "Code of Behavior" in April, 1981 that was subsequently amended in March, 1985. He stated in reviewing the Code of Behavior document, the Committee recommended that the word "idle" be deleted from paragraph 4.g. in the interest of clarity.

After discussion, upon motion of Mr. Santrock, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the word "idle" in paragraph 4.g. be deleted and be amended to read:

"A repeated pattern of behavior in the building that is disturbing or threatening to patrons and/or staff."

Motion carried:

The Code of Behavior reads as follows:

CODE OF PATRON BEHAVIOR

It is the policy of the Board of Directors of Kanawha County Public Library that all necessary steps be taken to assure patrons and staff that they will find the facilities of Kanawha County Public Library peaceful, comfortable, and safe places in which to read, study, browse or work.

To implement this policy, the following Code of Patron Behavior is adopted and shall remain in force until modified by the Library Board of Directors.

1. Respect for the rights of other library users shall prevail at all times. This is the keystone of the Code of Patron Behavior.

2. All library materials must be properly charged out.

3. When the security gate locks, or for other probable cause, all briefcases, oversized purses, carryalls and luggage are subject to inspection before the patron leaves the building.

4. Disruptive behavior is prohibited, including, but not limited to the following:

A. Physical action or the threat of physical action that could cause injury to patrons or staff or damage to library property.

B. Verbal abuse toward patrons and/or staff.

C. Obscene language.

D. Extended or loud speaking or noise that is disruptive to patrons and/or staff.

1. When a group of patrons, seated together, is the source of unacceptable noise levels, such patrons may be asked to reseat themselves so that no more than two or three are seated at one table.

E. Lewd or suggestive words or actions to patrons and/or staff.

F. Voyeurism and/or exhibitionism.

G. A repeated pattern of behavior in the building that is disturbing or threatening to patrons and/or staff.

H. A pattern of napping or sleeping.

I. Actions suggesting the influence of alcoholic, hallucinogenic or other controlled substance.

J. Running and/or rough-housing in the Library Building.

5. Patrons shall not bring food and beverage into the building nor consume the same within the building.

6. Use of public restroom for such purposes as shaving, washing/-drying clothes, etc., is prohibited.

7. Patrons shall not smoke within the building.

8. Pets may not be brought into the building except for seeing eye dogs and/or for special events.

9. Any adult entering the Library must wear a shirt and shoes. Children without shirt and/or shoes may enter but not stay for more than a few minutes.

10. Commission of any offense which would constitute a misdemeanor or felony under the criminal laws of the City of Charleston or State of West Virginia is prohibited.

11. Persons whose personal hygiene is a source of disturbance to other patrons or staff and/or interferes with other patrons' use of the library shall be barred from the Library Building until the source of disturbance is removed.

In the event of a violation of this Code of Behavior, sanctions may be in the form of a warning or a request to leave the Library Building or a call to the police or other legal action as, in each instance, seems most appropriate.

Adopted April 8, 1981
Amended March 11, 1985
Amended September 14, 1987

Long Range Planning Committee. Mr. Ray, Chair, reported that the Long Range Planning Committee had held two meetings since the August 10, 1987 Board meeting to consider ongoing financial arrangements with municipalities where the Library has branches and to deal with the Library's support of its independent affiliates in Clendenin and Nitro. The intent of these meetings, Mr. Ray stated, was to put these arrangements on as uniform and thereby equitable basis as possible. For municipalities with branches this means (1) application of the Municipal Formula; for the affiliates, eventual imposition of the allowable charge for services rendered of 20% of Grant-In-Aid and (2) steps to equalize treatment between Clendenin and Nitro, if they both continue as affiliates.

The Committee, at its September 14, 1987 meeting, held just prior to this Board Meeting, unanimously recommended adoption by the entire Board of four sets of Resolutions dealing with Dunbar, Glasgow, affiliates generally, and Clendenin, respectively:

Dunbar. Mr. Ray reported that Dunbar has contributed $15,000.00 a year for ten years. Originally, he said, the $15,000.00 was greater than the amount called for under the Municipal Formula but for the last five years $15,000.00 has been less than the Municipal Formula amount. The Committee proposes a two-year, two-step program: first to go to $18,000.00 per year and then to the Municipal Formula for the second and succeeding years.

Upon motion of Mr. Ray, seconded by Mr. Moss it was unanimously

RESOLVED, That Kanawha County Public Library ("KCPL") propose to the City of Dunbar that its annual contribution to the cost of operating the Dunbar Branch Library for the fiscal year beginning July 1, 1988 be in the amount of $18,000.00; and

RESOLVED FURTHER, That KCPL also propose to the City of Dunbar that its annual contribution for the fiscal year beginning July 1, 1989 and for each successive year thereafter, be the amount due under the Municipal Formula; and

RESOLVED FURTHER, That a letter notifying the City of Dunbar of these proposals be sent to the Mayor of Dunbar not later than October 1, 1987.

Motion carried.

Glasgow. Mr. Ray reported that the Glasgow Branch is in the Glasgow City Building so that the Town of Glasgow's support is in-kind services--free occupancy, utilities except for telephone, and janitorial service--in lieu of cash. The Committee feels that modest cash support in addition to in-kind services, is in order.

After discussion, upon motion of Mr. Ray, seconded by Dr. Wallace, it was unanimously

RESOLVED, That Kanawha County Public Library ("KCPL") propose to the Town of Glasgow that its annual contribution to the cost of operating the Glasgow Branch Library for the fiscal year beginning July 1, 1988 shall be in the cash amount of $1,500.00, in addition to rent-free space, utilities and services now provided by the Town of Glasgow; and

RESOLVED FURTHER, That KCPL also propose to the Town of Glasgow that its annual contribution for each of four successive fiscal years beginning July 1, 1989 be in the amount of $3,000.00, in addition to said rent-free space, utilities and services now provided; and

RESOLVED FURTHER, That KCPL also propose to the Town of Glasgow that if its annual contribution of $3,000.00 is not paid for year ending June 30, 1990 or for any fiscal year thereafter, KCPL will give serious consideration to closing the Glasgow branch library at an early date thereafter; and

RESOLVED FURTHER, That a letter notifying the City of Glasgow of these proposals be sent to the Mayor of Glasgow not later than October 1, 1987.

Motion carried.

Affiliate Libraries. Mr. Ray said that it has become necessary to recover some of the costs of the services we have performed for our affiliates, Clendenin and Nitro. Mr. Ray pointed that both affiliates are part of our Automated Circulation System though neither has contributed anything to its capital cost nor to ongoing maintenance costs. This can be done, Mr. Ray said, by imposing for the first time the allowable 20% retention of Grant-In-Aid funds received by the Library on behalf of its affiliates. At current Grant-In-Aid levels, this would mean a hold back of about $800.00 for Clendenin and of about $4,000.00 for Nitro.

After discussion, upon motion by Mr. Ray, seconded by Dr. Wallace, it was unanimously

RESOLVED, That the following guidelines affecting affiliate libraries be adopted:

1. Kanawha County Public Library ("KCPL") shall deduct its allowable 20% from state Grant-In-Aid paid over to it on behalf of an affiliate library, as partial payment for services rendered to the affiliate, effective July 1, 1989.

2. KCPL shall not extend any new services to an affiliate library, including but not limited to, access to revolving collections of special materials or public relations assistance, effective July 1, 1987.

3. Each affiliate library shall be advised in writing of the foregoing changes not later than October 1, 1987.

Motion carried.

Clendenin. Mr. Ray gave a brief history of the Clendenin Public Library and our relationship with it. Mr. Ray stated that we put the two full-time Clendenin employees on our staff and payroll in 1980 when their federal funding disappeared. This support has continued, he said, adding that KCPL had spent about $38,500.00 for Clendenin in 1986/1987. The Committee feels that the time has come for Clendenin to become a branch with the Town of Clendenin contributing according to the Municipal Formula. If, for whatever reason, Clendenin does not become a branch, KCPL will gradually withdraw its subsidy.

After discussion, upon motion by Mr. Ray, seconded by Mr. Ellis, it was unanimously

RESOLVED, That an invitation to join Kanawha County Public Library ("KCPL") as a branch, effective July 1, 1988, be issued before October 1, 1987 to Clendenin Public Library upon the following terms and conditions:

1. The Town of Clendenin shall contribute to the support of the Clendenin Public Library in accordance with the Municipal Formula, beginning with the fiscal year commencing July 1, 1988;

2. Good and marketable title to the land and building occupied by the Clendenin Public Library shall be conveyed to KCPL effective July 1, 1988 by a valid general warranty deed;

3. KCPL will undertake to operate the Clendenin Branch not less than 32 hours per week; and

RESOLVED FURTHER, That in the event Clendenin Public Library fails to join KCPL as a branch effective July 1, 1988, on the terms and conditions set forth above, KCPL will take the following action:

1. For the fiscal year beginning July 1, 1988, KCPL will pay salaries and fringe benefits for Clendenin Public Library personnel in an amount not to exceed $23,000.00;

2. For the fiscal year beginning July 1, 1989, KCPL will pay such salaries and fringe benefits in an amount not to exceed $10,000.00;

3. Beginning July 1, 1990 and thereafter, KCPL will pay no personnel costs at Clendenin Public Library.

Motion carried.

Standing Committees.

The President reported that a list of Standing Committees for 1987/1988 had been prepared. She stated that the Library Director had reviewed the list. Mrs. Smith said there were changes due to a proposed consolidation of some of the committees. She read Article 4, Section 1 of the Bylaws which lists the standing committees. Copies of the proposed committees were distributed to members present. The list will be discussed at the October, 1987 meeting.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

OCTOBER 12, 1987

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on October 12, 1987 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Ms. Chilton
Dr. Hairston
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mr. Santrock
Mr. Smith
Dr. Wallace

Also present were Ms. Wright, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the September 14, 1987 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 364 ($23,699.15) and General Bills List No. 364 ($50,832.20) duly certified and approved in accordance with the Bylaws, and on motion of Mr. Moss, seconded by Mrs. Rugeley, it was ordered that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 362 ($237.19) duly certified and approved in accordance with the Bylaws and on motion of Mr. Moss, seconded by Mrs. Rugeley it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of September, 1987. Included were the following:

> Two grant proposals were submitted to the Greater Kanawha Valley Foundation during September. One proposal requested $2500 for purchase of video equipment at the Dunbar, Elk Valley and St. Albans libraries. The other proposal requested $2,500.00 for the purchase of videocassettes, VHS format, in the humanities.
>
> In mid-September we began an hourly tally of patron usage taking place at all locations in our system. This count will continue until mid-December. We believe this will provide needed management data as to how and when our facilities and services are being utilized by the public.
>
> In the Extension Department in September we delivered 490 school classroom deposit collections totaling approximately 14,000 books to forty-nine elementary schools in the County. The bookmobile participated in two extracurricular activities during the month - it was the focal point for a West Virginia Department of Commerce conference for tour guides from around the county. The Department was using book titles to showcase possible tours to various areas of the State. The bookmobile also participated in the parade in downtown Charleston on September 25 to celebrate the Community Alliance to Support Education (C.A.S.E.) program which is jointly sponsored by the Kanawha County Board of Education and the Charleston Regional Chamber of Commerce and Development.
>
> We had a number of employees attend various in-service training opportunities during September. Two staff members each attended workshops on handling multiple priorities and on budgeting. Seven members of the Technical Services and Automation staff attended three workshops on aspects of cataloging and microcomputers offered by the Pittsburgh Regional Library Center (PRLC) at WV Tech. This is the first time PRLC has offered workshops outside of Pittsburgh and we hope to encourage them to return next spring with other workshops in these areas.

During September the Personnel Officer spent a great deal of time in handling a variety of detail involved in 11 different positions that were vacant. Recruitment, interviewing and selections were made for several part-time clerical and page positions. Applications were reviewed, interviews held and a selection was made for the Glasgow/Marmet branch manager position. Ms. Danny McMillion began work today. She has been Director of the Rainelle Public Library for the past ten years.

Reports of Committees.

Personnel Committee.

Retirement of June Robertson Martin. Dr. Bannerot, Chair, reported that June Robertson Martin, Chief Reference Librarian, will retire on October 31, 1987 after more than 24 years of service. Miss Martin began work July 1, 1963.

The Library Director read the following resolution as a tribute to Ms. Martin:

JUNE ROBERTSON MARTIN

RESOLVED, That the Board of Directors of Kanawha County Public Library records with sincere regret the resignation of Miss June Robertson Martin as Chief Reference Librarian; and

RESOLVED, That the Library Board recognizes the dedication, skill and professionalism she has always brought to her work; and

RESOLVED, That the Library Board expresses its appreciation of her dignity, her patience and her dry wit; and

RESOLVED FURTHER, That her twenty-four years of service to this institution reminds us of the key role she has played in delivering quality Reference service to the Library's patrons; and

NOW THEREFORE BE IT RESOLVED, That this resolution be spread upon the minutes of this meeting and that a copy be presented to Miss Martin.

Upon motion of Dr. Bannerot, seconded by Mrs. Rugeley, the motion was unanimously adopted. Motion carried.

It was reported that the Kanawha County Public Library Staff Association will hold a tea in Miss Martin's honor on Wednesday, October 28, 1987 from 2:00-4:00 p.m. Invitations will be sent to all board members. The President spoke on the need of establishing guidelines for recognizing long-employed library staff at retirement. There was some discussion.

Upon motion of Mr. Kauffelt, seconded by Mr. Moss, it was unanimously

> RESOLVED, That the Library Director be authorized to purchase, out of non-public money, a suitable remembrance to be presented to June R. Martin from the Board of Directors.

Motion carried.

The President asked the Director to develop a "retirement recognition" policy for eventual submission to the Board.

Children's Service Librarian. Dr. Bannerot, Chair, Personnel Committee, reported that two in-house candidates had been interviewed for the new Head of Children's Services (Librarian III) position by an ad hoc Selection Committee, consisting of Mrs. Rugeley, Beth Samples, the Personnel Officer, Sara Sue Wright, Head of Adult Services, and the Library Director. The Committee recommended the appointment of Daisy Stemple.

Ms. Wright reviewed her professional qualifications.

After discussion, upon motion of Dr. Bannerot, seconded by Mr. Kauffelt, it was unanimously

> RESOLVED, That Daisy Stemple be appointed Librarian III, Children's Services Department Head at an annual salary of $22,332.00, effective October 28, 1987.

Motion carried.

Services Committee. Dr. Wallace reported that the Library Director, implementing the sense of the discussion at the May 1987 Board Meeting, had approached academic libraries in West Virginia and surrounding states to explore the possibility of donating to them some of the Library's rare but unused books. Mr. George Parkinson, of the West Virginia University Library, will be here October 15, 1987 to look at the books and to discuss the ten-year holding period we are requesting as a condition of the gift. A follow-up report and recommendation will be made to the Board at an early Board meeting.

Budget Committee.

Audit for Fiscal Year 1986/1987. Mr. Stern reported that the annual audit of cash receipts and disbursements for the last fiscal year entitled "Kanawha County Public Library Financial Statement Year Ended June 30, 1987 and Report of Certified Public Accountants," was received from Gray, Gibbons and Mays, Certified Public Accountants. He distributed copies of the Audit Report to the members present. He summarized the report briefly, reporting that total receipts were greater than total expenditures by a larger than usual amount part of which was a State "upgrade grant" not all of which had yet been spent.

Afterwards, upon motion of Mr. Kauffelt, seconded by Mrs. Rugeley it was unanimously

> RESOLVED, That the "Kanawha County Public Library Financial Statement Year Ended June 30, 1987 and Report of Certified Public Accounts," for the fiscal year 1986/1987 prepared by Gray, Gibbons and Mays, a.c. be received and filed.

Motion carried.

Building and Grounds Committee. Mr. Santrock, Chair, reported that, in consequence of formal authorization at the August 10, 1987 Board meeting, sealed bids for Charleston Library periodicals shelving were opened October 8, 1987, 3:00 p.m., in the Library Board Room, after placing legal ads in The Charleston Gazette and Charleston Daily Mail on September 12, 1987 and September 19, 1987. The bids are recorded as follows:

Bidder	Amount
Atenco Filing Systems	$8,848.48
Gaylord Bros.	8,399.35

There was some discussion. Upon motion of Mr. Santrock, seconded by Mr. Kauffelt , it was unanimously

RESOLVED, That the Library accept the bid of Atenco Filing Systems for the shelving on the second floor at the Kanawha County Public Library at a sum of $8,848.48.

Motion carried.

NEW BUSINESS

Personnel Seminar. The Library Director requested authorization for Beth Ann Samples, Personnel Manager, to attend the Personnel Management Seminar to be held at the University of Illinois Graduate School of Library and Information Science in Monticello, Illinois on November 6-8, 1987.

Upon motion of Mr. Smith, seconded by Dr. Wallace, it was unanimously

RESOLVED, That Beth Ann Samples be authorized to attend the Personnel Seminiar to be held at the University of Illinois Graduate School of Library and Information Science in Monticello, Illinois on November 6-8, 1987 and that all her expenses be paid.

Motion carried.

The Library Director reported that the Library had received an invoice from R. L. Wilson, AIA, for $3,730.00 for services rendered for consultation on several projects, including some preliminary plans for the reallocation of space at the Charleston Library, which include some long range plans. She explained the reallocation planning for the Charleston site was obtained prior to Board approval.

Upon motion of Mr. Kauffelt, seconded by Mr. Santrock, it was unanimously

> RESOLVED, That R. L. Wilson, AIA, be paid $3,730.00 for consultation and that the payment be charged to the Long Range Planning line item.

Motion carried.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

NOVEMBER 9, 1987

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on November 9, 1987 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Ms. Chilton
Mr. Ellis
Mr. Kauffelt
Mr. Moss
Mr. Ray
Ms. Russell
Mr. Smith
Dr. Wallace

Also present were Ms. Wright, Library Director, Mr. Stern, Assistant Library Director and Miss Lorena Ammar, Administrative Assistant.

Mr. Ray, First Vice-President, presided until Mrs. Smith, President, arrived. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Correction of Minutes.

Mr. Ray reported that the section of Committee Assignments was omitted from the October 9, 1987 minutes. It reads as follows:

"Committee Assignments for 1987/1988. The President noted that a copy of the Standing Committee assignments had been mailed to library board members. The President pointed out that these new committees were a consolidation of the committees existing under the previous organizational structure. A copy of the committee roster will be filed with the minutes of this meeting."

Upon motion of Mr. Smith, seconded by Mr. Kauffelt, it was moved that the paragraph on Committee Assignments for 1987/1988 be inserted in the minutes and that the minutes be approved as amended.

Correspondence. The President read a letter from June Robertson Martin expressing her appreciation and gratitude for the beautiful etching of the "Levy" by William Goebel that was presented to her on behalf of the Library Board upon her retirement after 24 years of dedicated service in the Reference Department.

Approval of Bills. The Library Director submitted Book Bills List No. 365 ($20,369.96) and General Bills List No. 365 ($32,596.13) duly certified and approved in accordance with the Bylaws and on motion of Mr. Smith, seconded by Mr. Kauffelt, it was ordered that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 363 ($1,097.32) duly certified and approved in accordance with the Bylaws and on motion of Mr. Smith, seconded by Mr. Kauffelt, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of October, 1987. Included were the following:

> We received notification in late October that one of the two grants that had been submitted to the Greater Kanawha Valley Foundation had been funded. We were awarded $2,500 to purchase videocassettes in the humanities.

During early October we participated in the statewide campaign organized by the Library Commission and the West Virginia Department of Education with the objective of every school student having a library card. Unfortunately we had very little notification and time to organize locally. We have had some schools participate and the bookmobile was part of a brief television segment publicizing this campaign.

In October we interviewed one candidate for the position of Extension Services Department Head. This was the result of a second round of nationally advertising the position. The decision was made not to offer the position to the candidate. Four candidates were interviewed for the position of Community Liaison Officer and a recommendation will be presented later in this meeting. Jay Pauley, the coordinator of the Blind and Physical Handicapped program resigned due to his health. A reception honoring June Martin was held on October 28. Ms. Martin retired effective October 30. A revision of the employee classification and pay plan that has been developed over the past six months was presented to the Personnel Committee.

Progress has been made in the processing of materials in Technical Services. All new books are now processed as soon as they are received. Our backlog has now been reduced to seven book trucks.

There are 28,620 items on hand for the Retrospective Conversion project. This marks the first time we have had less than 30,000 items on hand.

We are now using the laser printer to produce our bar code labels which we had previously been purchasing commercially. During the past ten months we have experienced a growing dissatisfaction with the level and quality of maintenance support from VTLS. A lengthy letter was sent to Dr. Chachra, President of VTLS, and to other VTLS users that outlined our problems and dissatisfaction with the service. Dr. Chachra has responded by telephone indicating he would like to set up an appointment to discuss the letter.

Seven staff members attended the West Virginia Library Commission conference in Beckley October 8-10. Staff members also attended the Mid-Atlantic Regional Archives Conference, West Virginia Association for Children Puppetry Workshop, West Virginia Advocates for Youth and the Internationally Reading Association Conference all held in Charleston. I have been representing the Library on the Steering Committee for the establishment of a West Virginia Humanities Center.

Reports of Committees.

Financial Affairs.

Book Sales Receipts. Mr. Ellis, Chair, recommended that $955.51 of the August 1987 Book Sale proceeds of $3,541.41 be transferred to replenish the "Angel Fund" for discretionary use by the Director for small expenditures that cannot be properly made out of public monies. Mr. Ellis explained that the "Angel Fund" had formerly been replenished by more or less annual $500.00 contributions received from Mr. Bernard Jacobson, a one-time Library Board member now deceased.

Upon motion of Mr. Ellis, seconded by Ms. Chilton, it was moved that $955.51 of August, 1987 Book Sale proceeds of $3,541.41, a non-public money income source, be transferred to the "Angel Fund" outside the regular budget, for discretionary use by the Director.

Mr. Kauffelt understood the need for the discretionary fund but doubted that proceeds from the sale of books donated to the library should be treated as non-public money. Mr. Ray concurred, suggesting that other ways by found to augment the needed "Angel Fund."

A vote being taken, the motion was defeated.

Elk Valley Library. Mr. Ellis reported that the Library had been offered $7,000.00 to settle the Library's claim of $12,240.70 against Elk-Pinch Public Service District for the 1983 water damages to the Elk Valley Branch Library. Mr. Ellis said that Mr. James Kauffelt, serving as the Library's pro bono attorney in this matter, was not entirely happy with the "expert opinions" that he had been able to obtain as to the cause of the water leakage. Without such firm testimony, Mr. Ellis reported, Mr. Kauffelt was not too confident of the outcome of a trial and suggested

that the Library accept the $7,000.00 settlement offer. After discussion, upon motion of Mr. Ellis, seconded by Mrs. Russell, it was unanimously

> RESOLVED, That Attorney James D. Kauffelt, acting on behalf of Kanawha County Public Library, is authorized to accept the offered amount of $7,000.00 in settlement of the Library's $12,240.70 claim against Elk-Pinch Public Service District, Lisbon Contractor, Inc. and the Buckeye Union Insurance Co. for the April 1983 flooding damages at Elk Valley Branch Library.

Motion carried.

Personnel Committee.

Appointment of Community Liasion/Information Officer. Dr. Bannerot, Chair, reported that the Library had received 36 applications for the new position of Community Liasion/Information Officer. He stated that, after careful screening, four candidates were interviewed, two of whom were particularly well-qualified. He then presented the professional qualifications of one of them, Adrienne Worthy.

After discussion, upon motion of Dr. Bannerot, seconded by Mr. Smith, it was unanimously

> RESOLVED, That Adrienne Worthy be appointed Community Liasion/Information Officer, a newly authorized position, at an annual salary of $18,648.00, effective November 16, 1987.

Motion carried.

Recommendation of Revisions of Employee Classification and Pay Plans. Dr. Bannerot reported that a proposed classification and salary plan had been drafted by Peter F. Lydens, President of Lydens Associates, who

volunteered his service at no cost to the Library. Input from Library staff came from completion by individual staff members of a "Position Questionnaire." A draft of the plan was reviewed by the Assistant Director, the Personnel Manager and the Library Director.

The document was then submitted to the Personnel Committee for its consideration. Dr. Bannerot reported that the Personnel Committee met to review and study the document. He also stated the following:

1. The plan gives us a large step forward;
2. The revised position classification descriptions are more clear and complete;
3. Salaries will be based on position classifications and made more competitive for MLS librarians.

After discussion, upon motion of Dr. Bannerot, seconded by Dr. Wallace, it was

RESOLVED, That the Reclassification Plan, as recommended by the Personnel Committee and appended to the minutes of this meeting, be approved in principle; and

FURTHER RESOLVED, That adoption of the Reclassification Plan, including possible minor modifications, be made effective July 1, 1988.

Upon a vote being taken, it was moved by Mr. Kauffelt, seconded by Mr. Moss, that the motion be tabled until the December meeting so that the full financial implications of the Plan could be considered by the Financial Affairs Committee before any Board action is taken.

Public Services Committee.

Rare Books. Dr. Wallace reported that George Parkinson of West Virginia University Library visited the Library on October 15, 1987 to see the unused, rare books. He said the Library was in receipt of a letter from Mr. Parkinson stating that the University has a number of the books and most of the books would be placed in the circulating collection.

It was reported that Mr. John Scott, Director, of the West Virginia State College Library, will visit the Library on November 12, to see the books.

After some discussion it was suggested that a final report and recommendation for action be brought back to the Board at an early subsequent meeting.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Joe Story
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

DECEMBER 14, 1987

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on December 14, 1987 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Mrs. Glasser
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mrs. Russell
Mr. Santrock
Mr. Smith
Dr. Wallace

Also present were Ms. Wright, Library Director, Mr. Stern, Assistant Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

The minutes of the November 9, 1987 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 366 ($21,761.59) and General Bills List No. 366 ($49,469.67) duly certified and approved in accordance with the Bylaws and on motion of Dr. Wallace, seconded by Ms. Chilton, that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 364 ($1,892.96) duly certified and approved in accordance with the Bylaws and on motion of Dr. Wallace, seconded by Ms. Chilton, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of November, 1987. Included were the following:

> On November 16 we celebrated the Second Great West Virginia Read Out. In cooperation with B. Dalton Sara Walker, our St. Albans Branch Librarian, organized an effort that had 97 volunteers including school children read in one of the display windows continuously from 10 am to 8 pm. We very much appreciate the participation of Mrs. Russell and Mrs. Glasser. Other activities were held at mobilibrary stop, Dunbar, Glasgow, St. Albans and Charleston.
>
> On November 30 Joel Stern, Karen Philippi, our Automation Manager, and myself attended a meeting of the West Virginia Library Commission to discuss our problems and concerns with VTLS President, Dr. Vinod Chachra and Carl Lee, head of VTLS Support Services. Library directors and system managers from other West Virginia VTLS installation were also in attendance. The main concern we identified was the quality and speed of VTLS responses to our problems. In answer Dr. Chachra indicated that the support staff was being enlarged during the first quarter of 1988. Dr. Chachra and Mr. Lee visited our operation following the meeting to view our problems and discuss them with Ms. Philippi.
>
> Elizabeth Fraser and Vicki Cox of the Reference staff completed the compilation of the second edition of the West Virginia Foundation Directory. Two hundred and fifty copies of the Directory have been printed and we plan to provide a free copy to each public library in the state and are developing a flier to announce the sale of this publication at $7.50 to various non-profit organizations in the State. This amount will cover our production and mailing costs.
>
> A union list of all the system's periodical holdings was also completed in November. This list will facilitate the use of our collections. Copies of the list have been given to the Library Commission, West Virginia State College, COGS, University of Charleston and distributed to each junior and senior high school library in the county.

Jo Ellen Flagg with the assistance of Sara Walker developed and submitted a grant to the U.S. Department of Education for $9400 for literacy materials and staff support.

In November we received a check for $7050.70 in settlement of the suit we had filed against the Elk-Pinch Public Service District, Lisbon Contractor, Inc. and Buckeye Union Insurance for damages to the Elk Valley Library. A letter of appreciation for services rendered has been sent to James Kauffelt.

We received a memorandum on November 13 from Fred Glazer regarding the reduction of our state grant-in-aid funds for this fiscal year. I would like to read a paragraph from his memorandum that explains this action and how it will be handled. "It is the judgement of the Library Commission, considering the erosion of local finances and other unknown eventualities, that our libraries in some way be mindful that FY '88 budget funds might not be completely realized. With this in mind and because of the changed manner of distribution of state funds required by the Auditor's Office, the December grant-in-aid payment will be 1.5¢ per capita less than the usual monthly allotment. Subsequent months for the remainder of the fiscal year will reflect a 3¢ per capita reduction. Being aware of the economy, this should be a painless way to stretch a potential reduction of 19.5¢ over a seven month period. Should finances seem healthy in the last quarter of the fiscal year, there will be restoration of the undistributed funds."

The total reduction of 19.5¢ per capita amounts to approximately $40,000 for Kanawha County.

Summary of the 1957 Legislation.

The President asked Mr. Ray to summarize the Library's "special" or "enabling" legislation--1957 West Virginia Legislature's House Bill 161.

Mr. Ray presented some general information about the bill.

1. It was the first West Virginia special legislation to guarantee tax revenues for a county library and became the prototype for six or seven bills that apply to other libraries in the State.

2. The constitutionality of our special legislation was unanimously upheld by the West Virginia Supreme Court of Appeals decision of March 1958.

3. Like other West Virginia public libraries, we operate under Chapter Ten of the West Virginia Code except for those matters specifically addressed by our special legislation.

Mr. Ray then highlighted these items of the special legislation itself:

1. Kanawha County Public Library, is governed by an 18-member Board of Directors, three appointed each year. The power of appointment rests exclusively with the Kanawha County Board of Education.

2. The Library Director, who is not a member of the Board, may be elected secretary and/or treasurer.

3. The Library Board is a corporation. It can hold property, can contract, can sue and be sued, etc.

4. The Library is to be supported by the Kanawha County Commission, the Kanawha County Board of Education and the City of Charleston. The Library's annual levy is based on millage rates for different classes of taxable property applied against the last assessed valuations of taxable property.

5. The Kanawha County Board of Education is to receive and disburse the Library's funds; in effect, to be the Library's fiscal agent.

6. Library employees are considered to be employees of Kanawha County Board of Education for certain limited purposes such as social security, etc.

In a brief discussion that followed it was pointed out that this special legislation was drafted by a former Board President, the late Mr. John V. Ray, who also spearheaded the bill through the legislative process.

Reports of Committees.

Support Services. Mr. Santrock, Chair, reported that the Library is in need of a rest room for the physically handicapped now that the Charleston Library has one female staff member needing such facilities. Mr. Santrock stated that R. L. Wilson, AIA, had prepared blueprints and specifications for such an installation and estimated a cost for it of $2,800.00.

After discussion, upon motion of Mr. Santrock, seconded by Mr. Smith, it was unanimously

RESOLVED, That the Library Director is authorized to spend not more than $3,500.00 to refit the Women's staff lounge on the Lower Level of the Charleston Library to meet the standards set for use by the physically handicapped; and

RESOLVED FURTHER, That the Library Director is authorized to invite written quotations from at least three qualified plumbing contractors in lieu of advertising for bids; and

FURTHER RESOLVED, That the cost of this project be charged to the Repairs and Maintenance line item account.

Motion carried.

Report on Repairs and Maintenance and Plant Improvements.

Mr. Santrock distributed copies of a summary of major repairs and maintenance that have been undertaken at Kanawha County Public Library within the last six months. The report will be filed with the minutes of this meeting.

Financial Affairs Committee. At the President's request, Mr. Stern reported that the Financial Affairs Committee, chaired by Mr. Ellis, met December 8, 1987 to examine the financial implications of the proposed Position Reclassification Plan and Pay Plan that were presented at the November 9, 1987 Board Meeting. Mr. Ray who attended the December 8, 1987 meeting, reported that the Committee had thoroughly explored the costs of the revised pay Plan and found them to be feasible with anticipated 1988/89 income. The cost analysis included the recommended 1988/89 payscale submitted with the Position Reclassification Plan; the income projection included a 10% reduction in State GIA. The Library Director read the

motion adopted by the Financial Affairs Committee. The Financial Affairs Committee accepts in principle the Position Reclassification Plan and revised Pay Plan recommendation of the Personnel Committee, "the Financial Affairs Committee has reviewed the budget considerations of the Plans and found them to be acceptable." Dr. Wallace said that it was important to offer competitive salaries to librarians--a principal objective of the Plans--if the Library was to recruit and keep good people.

After further discussion, upon motion of Mr. Ray, seconded by Dr. Wallace, it was moved that the Resolution on this matter, tabled at the November 9, 1987 meeting, be lifted from the table. This motion was unanimously carried.

A vote was then taken on the motion lifted from the table which reads as follows:

> RESOLVED, That the Reclassification Plan and Revised Pay Plan, as recommended by the Personnel Committee and appended to the minutes of this meeting, be approved in principle; and
>
> FURTHER RESOLVED, That adoption of the Reclassification Plan and Revised Pay Plan, including possible minor modifications, be made effective July 1, 1988.

The motion was unanimously carried.

NEW BUSINESS

Authorization on Bank Signatures. Mr. Ray reported that the Library had opened a checking account with the City National Bank for the purpose to pay checks and other orders to be drawn on the Unemployment Compensation Reimbursement Fund.

Upon motion of Mr. Ray, seconded by Mr. Santrock, it was unanimously

RESOLVED, That the City National Bank of Charleston, West Virginia, be and hereby is authorized to pay checks, drafts or other orders for the payment of money drawn on the account titled "Kanawha County Public Library - Unemployment Compensation Reimbursement Fund," when signed by either the President of the Kanawha County Public Library Board of Directors or by the Treasurer of the Kanawha County Public Library Board of Directors, one signature only being required.

Motion carried.

There being no further business, the meeting on motion adjourned.

Helen J. Sinnett
President

Hal Stern
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JANUARY 11, 1988

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on January 11, 1988 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mr. Ellis
Mrs. Glasser
Mr. Moss
Mr. Ray
Mrs. Russell
Dr. Wallace

Also present were Ms. Wright, Library Director, Mr. Stern, Assistant Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Amendment and Approval of Minutes. It was reported that the name of Nelle Chilton was inadvertently omitted from the list of Board members present in the December 14, 1987, minutes. Upon motion of Dr. Bannerot, seconded by Dr. Wallace, the minutes of the December 14, 1987 meeting, with correction noted, were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 367 ($25,750.65) and General Bills List No. 367 ($38,703.77) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Dr. Wallace, that the bills be paid and transmitted for that

purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 365 ($298.26) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Dr. Wallace, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of December, 1987. Included were the following:

> During December each branch library held their annual open house. In general these events were well received by the public. In several libraries groups from the community were involved in presenting entertainment.
>
> The oblique shelving for consolidating storage of magazines and newspapers in the Charleston Library was installed in mid December. Staff members are now transferring the magazines and newspapers into the hanging folders used by this shelving system.
>
> Ten staff members participated in two day staff exchange sessions. Two more candidates were interviewed for the position of Extension Services Department Head. A decision was made to recommend to the Board the hiring of Judy Duncan, who currently works at the Library Commission.
>
> The Reference staff and Sara Sue Wright worked with Adrienne Worthy, Community Liaison Officer, to develop programming and exhibits for Kanawha County's Bicentennial for January and February. We were also contacted by the West Virginia Humanities Center regarding co-sponsoring a discussion series focusing on the American poets featured in the Voices and Visions series to be aired on PBS beginning in late January.

Reports of Committees.

Financial Affairs Committee.

Budget Reduction--Grant-In-Aid Cuts. Mr. Ellis, Chair, reported that he had met with the Director and Assistant Director to discuss what downward adjustments to recommend in light of the 19.5¢ per capita holdback

of Grant-In-Aid discussed at the December 1987 Board Meeting. The amount of Kanawha County Public Library adjustments came to $40,430; $268 for Clendenin and $1,313 for Nitro. Mr. Ellis reported that the Library could sustain this loss of income without any significant reduction of activities due to the accumulation of unspent salary monies arising from unfilled positions and filling vacancies with part-time people and/or new employees starting at lower salaries than those longer term employees they replaced.

In the discussion that ensued, Mr. Stern added that the actual cut might be more or less than 19.5¢ per capita; that will depend on the Governor's actual orders to the executive departments of the State.

After further discussion, upon motion of Mr. Ellis, seconded by Mrs. Russell, it was unanimously

RESOLVED, That the current 1987/1988 Budget be reduced as follows:

Salaries	$29,430
Library Materials	6,000
Other Expenses (particularly Repairs and Maintenance)	5,000
	$40,430
Clendenin Expenses	268
Nitro Expenses	1,313
Total	$42,011

Motion carried.

Budget Forecast for Fiscal Year 1988/1989. Mr. Ellis reported on the tentative shape of the 1988/1989 Budget. A few highlights:

1. Total income will be up about $112,000, or 4%. Grant-In-Aid will be budgeted at less than this year because of the uncertainties of the State's finances. Appropriated funds from the three levying authorities will be about $155,000 higher, based on

published March 1987 valuations. We will be using about $100,000 of our existing balances.

2. Total salaries and fringes will be up less than 3%, Library materials up 5% and an increase of 11% for other expenses.

In the discussion that followed, Ms. Wright reported that though the tentative budget showed a relatively big increase for Furniture and Equipment, it was still far short of the Library's replacement needs. A preliminary survey showed that at least $560,000 would be needed over the next five years to cover "bare bones" replacements of equipment, furnishings and vehicles and minor improvements.

Questions were raised about if and how money could be set aside each year for specific big ticket items; for example, $65,000 - $75,000 will be needed for a Bookmobile replacement within two or three years. Mr. Ray suggested also that efforts should be made to get some "feel" for valuation increases in the new figures that will be released in March 1988 and to consider using these valuations (rather than the presumed lower figures of 1987) for our requests to the levying authorities.

Mr. Ellis stated that there would be a meeting of the Financial Affairs Committee prior to the February Board Meeting at which the 1988/1989 Budget will be formally presented.

Personnel Committee. The Library Director reported that candidates had been interviewed for the position of Librarian III, Extension Services Department Head by a Selection Committee consisting of Mr. Smith, Beth Samples, the Personnel Officer, Sara Walker, St. Albans Branch Librarian, the Assistant Library Director and the Library Director. She stated the Committee recommended the appointment of Judith Duncan.

Ms. Wright reviewed her professional qualifications.

After discussion, upon motion of Dr. Bannerot, seconded by Dr. Wallace, it was unanimously

RESOLVED, That Judith Duncan be appointed Librarian III, Extension Services Department Head at an annual salary of $19,848.00, effective January 18, 1988.

Motion carried.

Support Services Committee. Mr. Stern reported that legal ads were placed in "The Charleston Gazette" and "Charleston Daily Mail", December 11, 1987 and December 18, 1987 for the Library's property, General Liability, Automobile Liability Insurance and other coverages. Bid opening was held on January 8, 1988, 2:00 p.m. in the Library Board Room. Mr. Stern stated that only one bid was received. It is recorded as follows:

Bidder	Amount
DeVan and Company	$33,222 ($1,000 deductible on buildings and contents)
	$27,185 ($5,000 deductible on buildings and contents)

After discussion, upon motion of Dr. Wallace, seconded by Mrs. Russell, it was unanimously

RESOLVED, That Administration is authorized to extend its present insurance coverage with Aetna Insurance, through DeVan and Company, with a one-month binder, if necessary; and

RESOLVED FURTHER, That the Library continue with DeVan and Company as its insurance agent for the ensuing insurance year; and

BE IT RESOLVED FURTHER, That the amount of the contents and building "deductible" be discussed with the Support Services Committee and their recommendation be followed without further reference to the Board as a whole.

Motion carried.

NEW BUSINESS

Nominating Committee. Mr. Moss, Chair, reported that there was some feeling that there should be a limit on the length of time a board member should serve as president. Mrs. Smith stated that a definite term would give more board members a chance to serve. There was some discussion.

Library Appreciation Day. The Library Director announced that the Fifteenth Annual Library Appreciation Day Dinner is scheduled to be held on February 16, 1988 at the Charleston Civic Center. Mr. Marshall Loeb, Editor of Fortune magazine and author of Money Guide, is the scheduled speaker. All library board members were encouraged to attend.

Change of date and time of February meeting. It was reported that the Budget for 1988/1989 will be presented at the February 8, 1988 Board Meeting. It was suggested that the date and time of the meeting be changed to allow more time for the Budget preparation.

Upon motion of Mr. Ray, seconded by Mr. Ellis, it was moved that the next meeting be held on February 15, 1988 at 3:30 p.m. in the Board Room of the Library. A vote being taken, the motion carried.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

FEBRUARY 15, 1988

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on February 15, 1988 at 3:30 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Ms. Chilton
Mr. Ellis
Mrs. Glasser
Mr. Kauffelt
Mr. Kuhns
Mr. Ray
Mrs. Rugeley
Mrs. Russell
Mr. Smith
Dr. Wallace

Also present were Ms. Wright, Library Director, Mr. Stern, Assistant Director and Miss Lorena Ammar, Administrative Assistant.

Mrs. Smith, President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the January 11, 1988 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 368 ($33,904.65) and General Bills List No. 369 ($51,070.83) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Rugeley, seconded by Mrs. Russell, that the bills be paid and transmitted for that

purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 366 ($844.20) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Rugeley, seconded by Mr. Kauffelt, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of January, 1988. Included were the following:

> January was a very busy month. Over 73,000 items were checked out. Some of this increased activity is attributable to the annual "Owlympics" program in the school system which emphasizes reading, visiting the library and obtaining library cards.
>
> During January we had several programs and exhibits related to the Kanawha County Bicentennial. The programs have been well attended particularly a program presented by artist Doug Goebel at the St. Albans Library with 85 people attending.
>
> A preliminary evaluation of the impact of the public access catalog on the interchange of materials amongst libraries in the system shows a 36% increase when comparing figures for books shared in January to the figures for July 1987, the month prior to the public debut of the public access catalog.
>
> A brief progress report on the rare book project: West Virginia State College was contacted and reviewed the books. However, they are not in a position to absorb more books because of severe space constraints; the librarian for the State Department of Culture and History reviewed the books and there are two titles that they would like to have.
>
> The Board had also requested a report on the renovation of the restroom on the lower level for handicapped use. A contract has been signed with a contractor and work is scheduled to begin this week.
>
> Fred Glazer, Executive Director of the West Virginia Library Commission, requested all public libraries in the State to select a day during the week of February 1 to record the number of activities in a variety of categories. I have distributed to

each of you for your information a copy of the totals in these categories recorded on February 2 throughout our system.

Some members of the Board have received notification concerning membership renewal in the West Virginia Library Association Trustees Section. Please ignore these notices; the Library will take care of renewing these memberships.

Reports of Committees.

Financial Affairs Committee.

Budget for Fiscal Year 1988/1989. Mr. Ellis, Chairman, reported that the Financial Affairs Committee had met on Wednesday, February 3, 1988 to discuss the proposed 1988/1989 Budget. Copies of the proposed budget were mailed to the board members prior to the meeting. He reviewed and discussed the following:

1. The total income budget is $2,998,296.00. This is $133,355.00, or 4.65%, larger than the original 1987/1988 income budget.

2. We are asking the three levying authorities for $2,159,514.00. This is an increase of $176,600.00, or 8.91%. It is an amount slightly greater than available under the published 1987 property valuations and, at the same time, just under our estimate of what the March 1988 valuations will yield.

3. We are budgeting $555,848.00 from State Grant-In-Aid. This is a decrease of $86,178,00 or 13.42%.

4. Internal Support is budgeted at $183,500.00. This is an increase of $33,000.00, or 21.93%. All of this increase results from the $33,000.00 increase in the Existing Balances item--from $65,000.00 to $98,000.00.

5. Branch Support is budgeted at $61,934.00. This is an increase of $9,934.00, or 19.10%. $3,975.00 of the increase comes from St. Albans and $3,000.00 from Dunbar.

6. The largest element of the $2,998,296.00 Expense Budget is the $2,002,134.00 combination of Salaries and Fringe Benefits. This is $47,469.00, or 2.43% greater than in the 1987/1988 budget. It also represents a drop as a percentage of total expense from 68.9% to 67.2%.

7. The Library Materials category will be increased to $400,000.00. This is an increase of $20,000.00, or 5.26%.

8. The Other Expenses category is budgeted at $531,863.00. This is an increase of $69,579.00, or 15.06%. Within this category the Improvements (formerly Furniture & Equipment) line item of $59,437.00 represents an increase of $35,337.00, or 146.63%.

There was some discussion about the possibility of setting up reserve accounts in the budget to begin funding major future replacement items such as the Mobilibrary, building roofs, heating and air conditioning equipment, etc. Mr. Ray suggested that his preliminary discussions with the library's current auditor, Ms. Joyce Burdette, CPA of Gray, Gibbons be followed up by further meetings with accounting professionals to determine how this goal could be achieved. The President said she would appoint a committee.

The Library Director, Assistant Library Director and Miss Ammar were then excused from the meeting. Upon their return, Mr. Ellis moved, seconded by Mrs. Glasser, that the 1988/1989 budget be submitted, in the amount of $2,998,296.00 be adopted. A vote was taken and the motion carried.

Transmittal of Budget to the Board of Education of the County of Kanawha, City of Charleston and County Commission of Kanawha. Mr. Ellis moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1988, which has been approved and adopted by the Library Board, be transmitted to the Board of Education of the County and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the Board of Education of the County of Kanawha to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the Board of Education of the County of Kanawha, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mrs. Glasser, and upon a vote being taken, the motion carried unanimously.

Mr. Ellis moved that the following resolution be adopted:

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1988, which has been approved and adopted by the Library Board, be transmitted to the Mayor and Council of the City of Charleston by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the City of Charleston to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the City of Charleston, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mrs. Glasser, and upon a vote being taken, the motion carried unanimously.

Mr. Ellis moved that the following resolution be adopted.

RESOLVED, That a copy, duly certified by the Director, of the budget of Kanawha County Public Library for the fiscal year beginning July 1, 1988, which has been approved and adopted by the Library Board, be transmitted to the County Commission of Kanawha County by a proper letter signed by the President; and,

RESOLVED FURTHER, That the President of Kanawha County Public Library be authorized and directed, in the said letter transmitting the budget to request the County Commission of Kanawha County to lay a levy, in accordance with Section 5 of Chapter 178 of the Acts of West Virginia Legislature, 1957, which will produce its proper share of the total amount required for the support, maintenance and operation of the public library as shown in the said budget; and,

RESOLVED FURTHER, That the officers of the Library Board and the Director be authorized and directed to sign such other papers, and to perform such acts, as may be necessary to effect the proper laying of the said levy by the County Commission of Kanawha County, authorized by the said statute, in order to provide for the support, maintenance and operation of Kanawha County Public Library.

The motion was seconded by Mrs. Glasser, and upon a vote being taken, the motion carried unanimously.

Support Services Committee. Mr. Smith reported that the refitting of the Women's Lounge on the Lower Level to meet the standards set for use of the physically handicapped will cost more than the $3,500.00 that was approved by the Board of Directors at its December 14, 1987 meeting.

After discussion, upon motion of Mr. Smith, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That the December 14, 1987 authorization Resolution reading in part, "...to spend not more than $3,500.00 to refit the Women's Staff Lounge on the Lower Level of the Charleston Library to meet the standards set for use by the physically handicapped...." be amended to read "...to spend not more than $4,500.00...."

Motion carried.

There being no further business, the meeting on motion adjourned.

President

Assistant Secretary

BUDGET 1988/1989
KANAWHA COUNTY PUBLIC LIBRARY

OPERATING AND MAINTENANCE EXPENSES

Salaries		
Librarians	$ 620,396	
Clerical	1,010,819	
Custodial	108,053	
	$1,739,268	
Fringe Benefits		
Social Security	$ 128,366	
WVPEI Health Insurance	112,000	
Dental/Eye Insurance	10,000	
Workers Compensation	5,000	
WV Unemployment--Self Insurance	7,500	
	$ 262,866	
Library Materials		
Books	$ 315,000	
Binding	10,000	
Audio-Visual	25,000	
Periodicals	50,000	
	$ 400,000	
Other Expenses		
Non-Salary Personnel Expense	$ 5,002	
Building Supplies	11,500	
Improvements	59,437	
Comprehensive Insurance	35,000	
Miscellanecus Expense	18,250	
Office & Library Supplies	61,500	
Processing Costs	32,001	
Repairs & Maintenance	41,776	
Service Contracts	92,900	
Travel & Training	12,200	
Utilities	149,297	
Vehicles	13,000	
	$ 531,863	
TOTAL OPERATING EXPENSES		$2,933,997
NON-OPERATING EXPENSES		
Automated Circulation System		$ 41,883
Long Range Planning Project		1,500
Unallocated		1
Unanticipated Income Clearing Account		1
		$ 43,385
TOTAL BUDGET - KCPL		$2,977,382
OTHER LIBRARIES		
Clendenin	$ 3,543	
Nitro	17,371	
TOTAL AFFILIATES		$ 20,914
GRAND TOTAL		$2,998,296

OTHER INCOME

Cross Lanes	$ 3,000		
Dunbar	18,000		
Elk Valley	3,000		
Glasgow	1,500		
Marmet	5,459		
St. Albans	27,975		
Sissonville	3,000		
TOTAL BRANCH SUPPORT		$ 61,934	
Miscellaneous	$ 47,500		
Interest	20,000		
Existing Balances	98,000		
PEIB Family Coverage Reimbursement	6,000		
Unanticipated Additional Income	9,000		
South Charleston Automation Fee	3,000		
TOTAL INTERNAL SUPPORT		$183,500	
State-Special Grant	$ 37,500		
State-GIA	555,848		
TOTAL STATE SUPPORT		$593,348	
TOTAL - OTHER INCOME			$ 838,782
APPROPRIATED FUNDS			
Board of Education	$ 918,701		
County Commission	918,701		
City of Charleston	322,112		
TOTAL - APPROPRIATED FUNDS			2,159,514
GRAND TOTAL INCOME			$2,998,296

Recapitulation of Salaries

	Full-Time* Staff	Part-Time Staff	TOTAL
SALARIES-Librarians	$ 573,849	$ 46,547	$ 620,396
SALARIES-Clerical	855,284	155,535	1,010,819
SALARIES-Custodial	70,060	37,993	108,053
TOTAL SALARIES	$1,499,193	$240,075	$1,739,268

* See next two pages for Salary Detail of Full-Time Staff

1988/1989 FULL TIME STAFF MEMBERS

LINE ITEM ACCT	NAME	POSITION	DEPARTMENT or BRANCH	88/89 SALARY MONTHLY	88/89 SALARY ANNUAL
Libr	*OPEN	Library Operations Supervisor II	reference	$1,973.67	$23,684
Cler	*OPEN	Office Associate I	administration	1,204.42	14,453
Libr	*OPEN	Librarian II	extension	1,788.00	21,456
Cler	Adams, Janet	Office Associate I	administration	1,265.33	15,184
Cler	Ammar, Lorene	Administrative Operations Supervisor	administration	2,178.58	26,143
Cler	Andrews, Jean	Library Associate III	clendenin	1,701.83	20,422
Cust	Bain, Donald	Maintenance Associate	building/grounds	1,146.33	13,756
Cler	Banning, Virginia	Office Associate II	administration	1,580.33	18,964
Libr	Benton, Claudia	Library Operations Supervisor II	catalog	2,288.92	27,467
Cler	Blackshire, Janie	Library Assistant III	sissonville	1,265.33	15,184
Cler	Brabbin, Ben	Library Assistant I	circulation	852.33	10,228
Cler	Brady, Lynn	Library Assistant II	saint albans	964.33	11,572
Libr	Bravo, Olivia	Library Operations Supervisor I	circulation	1,788.00	21,456
Cler	Burgess, Mary	Library Assistant II	childrens	1,204.42	14,453
Cler	Burgess, Sara	Library Assistant I	catalog	873.67	10,484
Cler	Butler, Glenna	Library Assistant I	circulation	852.33	10,228
Cler	Casto, Nova	Library Assistant III	elk valley	1,362.67	16,352
Cust	Clark, Edward	Security & Safety Operations Supervisor	building/grounds	1,297.00	15,564
Cler	Cox , Vicky	Library Assistant III	reference	1,362.67	16,352
Libr	Crowley, Steve	Library Operations Supervisor I	dunbar	2,073.58	24,883
Libr	Dankovich, Kim	Librarian I	reference	1,619.83	19,438
Cler	Dempsey, Sandra	Automation Technician	automation	1,329.42	15,953
Cler	Dixon, Daniel	Library Assistant II	dunbar	1,038.50	12,462
Libr	Duncan, Judith	Library Operations Supervisor II	extension	1,973.67	23,684
Cler	Ferguson, Susan	Library Assistant III	catalog	1,329.42	15,953
Libr	Fields, Karen	Library Operations Supervisor I	cross lanes	1,832.67	21,992
Cler	Finney, Ron	Library Assistant III	circulation	1,431.67	17,180
Libr	Flagg, Jo Ellen	Library Operations Supervisor IV	extension	2,720.75	32,649
Libr	Fraser, Elizabeth	Librarian I	reference	1,619.83	19,438
Cler	Gettys, Donna	Library Associate III	saint albans	1,431.67	17,180
Cler	Good, Wanda	Library Assistant III	dunbar	1,175.00	14,100
Libr	Grandal, Sylvia	Library Operations Supervisor I	catalog	1,832.67	21,992
Cler	Hand, Elizabeth	Library Operations Supervisor I	childrens	1,832.67	21,992
Cler	Harper, Angela	Library Assistant III	extension	1,175.00	14,100
Cler	Harper, Betty Jane	Library Associate I	childrens	1,541.75	18,501
Cler	Harper, Jessica	Library Assistant III	catalog	1,091.08	13,093
Libr	Harper, Susan	Librarian I	reference	1,619.83	19,438
Cler	Harrison, Gail	Library Assistant II	sissonville	964.33	11,572
Cler	Herndon, Bridget	Library Assistant III	saint albans	1,362.67	16,352
Cler	Higginbotham, Jeannette	Library Assistant II	cross lanes	964.33	11,572
Cler	Hill, Linda	Library Operations Supervisor I	elk valley	1,925.50	23,106
Libr	Horn, Mary	Library Operations Supervisor I	sissonville	1,788.00	21,456
Cler	Hunt, Jeff	Library Assistant II	extension	964.33	11,572
Cler	Irving, Linda	Library Assistant I	extension	1,013.17	12,158
Cler	Jackson, Alfreda	Library Assistant I	circulation	1,064.50	12,774
Cler	Jackson, Barbara	Library Assistant III	catalog	1,175.00	14,100
Cler	Jackson, Mary Jo	Switchboard Operator	circulation	1,118.33	13,420

1988/1989 FULL TIME STAFF MEMBERS

LINE ITEM ACC'T	NAME	POSITION	DEPARTMENT or BRANCH	88/89 SALARY MONTHLY	88/89 SALARY ANNUAL
Cler	Knight, Patricia	Library Assistant II	circulation	964.33	11,572
Libr	Leasure, Lois	Librarian II	reference	2,023.00	24,276
Cler	Lee, Mary Frances	Library Assistant II	extension	1,265.33	15,184
Cler	Lindberg, Ethel	Library Assistant I	childrens	852.33	10,228
Cler	Martin, Sue	Library Assistant III	cross lanes	1,362.67	16,352
Cler	Mays, Maria	Library Assistant III	glasgow	1,362.67	16,352
Cler	McCormick, Paula	Library Assistant II	circulation	1,204.42	14,453
Libr	McDougal, Terri	Librarian I	extension	1,619.83	19,438
Cler	McMillion, Danny	Library Associate III	glasgow/marmet	1,431.67	17,180
Cler	Meadows, Sara	Switchboard Operator	circulation	1,175.00	14,100
Cler	Moore, Vicki	Library Associate I	catalog	1,467.50	17,610
Cler	Penn, Mary	Library Assistant III	extension	1,431.67	17,180
Cler	Pennington, Nancy	Library Assistant III	extension	1,362.67	16,352
Cler	Philippi, Karen	Automation Manager	automation	2,589.67	31,076
Cler	Reynolds, Willard	Library Assistant II	extension	938.42	11,261
Cler	Riley, Barbara	Library Assistant II	extension	1,175.00	14,100
Cust	Robinson, Emanuel	Maintenance Assistant	building/grounds	1,038.50	12,462
Cler	Samples, Beth	Personnel Manager	administration	2,073.58	24,883
Cler	Shamblen, Phyllis	Library Associate I	extension	1,265.33	15,184
Cust	Simmons, Bill	Maintenance Assistant	building/grounds	852.33	10,228
Cler	Skeens, Dora	Library Assistant I	catalog	988.42	11,861
Cler	Smyth, Shirley	Library Assistant II	elk valley	1,175.00	14,100
Cust	Snyder, Jimmy	Maintenance Operations Supervisor	building/grounds	1,504.17	18,050
Libr	Stemple, Daisy	Library Operations Supervisor I	extension	1,973.67	23,684
Libr	Stern, Joel	Assistant Library Director	administration	3,315.08	39,781
Cler	Stickle, Linda	Library Assistant II	saint albans	964.33	11,572
Cler	Straughter, Barbara	Library Assistant III	circulation	1,091.08	13,093
Cler	Thomas, Mae	Library Associate II	catalog	1,660.33	19,924
Cler	Trimble, Sandra	Library Assistant III	catalog	1,362.67	16,352
Libr	Walker, Sara	Library Operations Supervisor II	saint albans	1,973.67	23,684
Libr	Walker, Zetta	Library Operations Supervisor I	circulation	2,023.00	24,276
Cler	Wallace, Traletta	Library Assistant III	marmet	1,265.33	15,184
Cler	Williams, Shirley	Library Assistant II	dunbar	1,204.42	14,453
Cler	Wills, David	Library Assistant III	extension	1,091.08	13,093
Cler	Worthy, Adrienne	Community Liaison/Information Officer	administration	1,660.33	19,924
Libr	Wright, Linda	Library Director	administration	3,750.00	45,000
Libr	Wright, Sara Sue	Library Operations Supervisor IV	circulation	2,464.92	29,579
					$1,499,193

Fringe Benefits

Social Security	
Calendar 1988 contributions - 7.51% on earnings up to $45,000	$128,366
Calendar 1989 contributions - 7.51% (est.) on earnings up to $45,000 (est.)	
Health Insurance	
West Virginia Public Employee Insurance	112,000
Dental and Eye Care Insurance	10,000
Worker's Compensation	
Amount based on all employees at $0.27 per $100	5,000
West Virginia Unemployment: Self-Insurance	7,500
	$262,866

Library Materials

Books

Children's	$ 21,000
Circulation	85,000
Extension	65,000
Reference	47,000
Cross Lanes	11,000
Dunbar	19,000
Elk Valley	11,000
Glasgow	7,000
Marmet	7,000
St. Albans	25,000
Sissonville	10,000
Freight In and Jackets	7,000
	$315,000
Audio Visual	$25,000
Binding	10,000
Periodicals	50,000
	$400,000

Non-Salary Personnel Expenses

Work Study Programs	$ 1
Contract Services - Professional	1,001
Contract Services - Other	4,000
	$5,002

Building Supplies

Fluorescent tubes and incandescant lamps	$ 3,000
Wax, steel buffing pads, brooms, mops, soap, paper towels, tissues and other items	8,500
	$11,500

Improvements

Physical Plant and Grounds	$35,507
Automation	13,922
Furniture and Equipment (exclude Automation)	10,007
Vehicles	1
	$59,437

Comprehensive Insurance

Comprehensive Insurance	$35,000

Miscellaneous

Legal advertising	$ 750
Audit	3,200
Refunds on lost books - paid	500
Petty Cash Disbursements	2,000
Membership	1,200
Interview Expenses	600
Printing	6,000
Library Programs	4,000
	$18,250

Office and Library Supplies

Office Supplies	
Masters, inks, pencils, paper, stationery, printed forms and other supplies	$17,000
Library Supplies	
Catalog cards, book pockets, book cards, mending supplies, identification cards, plastic book bags and other supplies	30,000
Postage	
Postal cards, stamped envelopes and stamps	11,500
Automated Circulation System	3,000
	$61,500

Processing Costs

Processing Costs - Regular	$32,000
Processing Costs - Retrospective Conversion	1
	$32,001

Repairs and Maintenance

Building Repairs	$11,755
Air Handling/Heating and A/C Repairs	10,007
Automation Equipment Repairs	10,007
All other repairs	10,007
	$41,776

Service Contract

Office Machines	$ 8,500
Library Machines	7,300
Elevators (3)	8,700
Air Conditioning	13,000
Other	8,200
Rentals	7,200
Automated Circulation System Service Contracts	40,000
	$92,900

Travel

Director and staff members to attend West Virginia Library Association Fall Meeting in Huntington	$ 1,400
Director, Assistant Director and staff Librarians to attend American Library Assocation annual Summer Meeting in Dallas, Texas	2,400
Staff Development, Workshops and Seminars	7,000
Other	100
Director and Assistant Director to attend American Library Assocation Midwinter meeting	800
Director and staff Librarians to attend Middle Atlantic Regional Library Federation Conference and Public Library Association	500
	$12,200

Utilities

Electricity	$82,150
Fire Service Fee, Charleston	1,002
Gas	7,900
Sewerage	2,235
Telephone	50,475
Water	5,535
	$149,297

Vehicles - Operating and Maintenance

Gasoline, oil and lubrication for Mobilibrary	$ 1,500
Mobilibrary - maintenance	5,500
Gasoline, oil and lubrication for other vehicles	2,000
Other Vehicles - maintenance	4,000
	$13,000

Non-Operating Expenses

Automated Circulation System (H-P Lease Purchase)	$41,883
Long Range Planning Project	1,500
Unallocated	1
Unanticipated Income Clearing Account	1
	$43,385

Affiliate Libraries

Clendenin Library	$ 3,543
Nitro Library	17,371
	$20,914

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MARCH 14, 1988

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on March 14, 1988 at 4:00 p. m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Chilton
Mr. Ellis
Mr. Kauffelt
Mr. Moss
Mrs. Rugeley
Dr. Wallace

Also present were Ms. Wright, Library Director, Mr. Stern, Assistant Director and Miss Lorena Ammar, Administrative Assistant.

In the absence of Mrs. Smith, President, Mr. Ray, First Vice-President, presided. The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the February 18, 1988 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 369 ($22,537.16) and General Bills List No. 369 ($41,682.38) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Mrs. Rugeley, that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 367 ($496.84) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Chilton, seconded by Mrs. Rugeley, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of February, 1988. Included were the following:

> On February 25, 1988 a presentation was made to the Kanawha County Board of Commissioners requesting $70,000 from their discretionary funds such as coal severance funds for the purchase of a new bookmobile. The awarding of these funds will be announced in mid-April. In the meantime we have had to make arrangements to purchase and install a remanufactured engine for our present unit.
>
> Several months ago we were approached by a group of residents in Belle requesting assistance in developing a reference room in the Belle City Hall building. We developed a list of recommended titles for them to use in selecting materials. They have raised funds in the community to purchase materials and we have offered our services to order and receive the materials from the various vendors.
>
> The remodeling of the rest room on the lower level for handicapped use is completed.
>
> We have received verbally the information that the Clendenin Library Board has successfully negotiated an understanding with the Town of Clendenin regarding library funding. A letter will be received from Mrs. Gallian stating this fact and requesting formal consideration of Clendenin's becoming a full participant in our system.
>
> A legal action has been filed with Kanawha County Circuit Court on the Library's behalf by Payne, Loeb and Ray against the Board of Review of the West Virginia Department of Employment Security regarding our belief that the Department erred in charging the Library for benefits awarded former employee, James George.

Reports of Committees.

Financial Affairs Committee.

Annual Special Fund Report. Mr. Ellis, Chair, presented an annual report for the period January 1, 1987 - December 31, 1987 of the Finance

Committee on the Special Funds held in the Kanawha Valley Bank. Copies of the report were distributed to board members present. The report showed the following:

Balance as of January 1, 1987	$37,145.53
Receipts	
Gifts	17,349.45
Interest	3,605.15
	$58,100.13
Expenditures	16,342.89
Balance as of December 31, 1987	$41,757.24

It was pointed out that the Bradford Fund, December 31, 1987 balance of $20,279.00 is the only individual fund that receives new money every year.

Unexpended Balance. Mr. Stern reported on the recently completed projection of 1987/1988 operating income and operating expenses based on eight months actual plus estimates for the last four months. He expects the end-of-fiscal year, June 30, 1988, cash balance to be $40,000.00 - $50,000.00 higher than originally budgeted, assuming no change in the currently anticipated $0.195 per capita reduction in 1987/88 State Grant-In-Aid, from $2.98 to $2.785.

Purchase of Desk Top Publishing Equipment Mr. Ellis reported that the Library Director had requested authorization to purchase "Desk Top Publishing" equipment and supplies, including a Hewlett Packard microcomputer from the Special Funds account. The total amount of the purchase would not exceed $8,600.00. The Library Director stated that the Desk Top Publishing equipment would be used primarily by the Community Liaison/Information Officer and as a backup terminal when the H-P 3000 Automated Circulation

System minicomputer goes down. At the present time, Mrs. Worthy has very little clerical help so that this will result in more productive use of her time as well as more professional looking book lists, newsletters, etc. The Library Director added that this would not be put out for bid because the Hewlett-Packard Vectra is essentially a "sole source" situation. Only Hewlett-Packard microcomputers can be easily and readily used as backup terminals when our H-P 3000, Model 70 (the microcomputer that runs our Automated Circulation System) goes down. The price of the Vectra, she noted, is competitive with other desk top publishing systems especially because we get a 25% discount on Hewlett-Packard equipment under a State purchasing contract.

After discussion, upon motion of Mr. Ellis, seconded by Dr. Wallace, it was unanimously.

RESOLVED, That the Library Director is authorized to purchase "Desk Top Publishing" equipment and supplies, specifically including a Hewlett-Packard Vectra microcomputer in an amount not to exceed $8,600.00; and

RESOLVED FURTHER, That these purchases be paid out of Special funds, limited specifically to the Steele A. Hawkins, Jr. Fund, the Ivor Boiarsky Fund and the L. K. Lovenstein Fund.

Motion carried.

Executive Committee

Mr. Ray reported that Mr. Jerry Forster, Treasurer of the City of South Charleston, had addressed a letter to Mr. Stern, Assistant Library Director, asking that Kanawha County Public Library contribute $62,500.00 to the City of South Charleston to support the South Charleston Public Library's proposed 1988/89 budget. Mr. Ray went on to say that a reply had been sent Mr. Forster stating that Kanawha County Public Library had no obligation to provide for the South Charleston Library. In response to Mr. Forster's

subsequent request to make a presentation to this Library's Board, Mr. Forster was invited to present his case on March 4, 1988, to an ad hoc Executive Committee of the Board, consisting of Mr. Ray, Dr. Bannerot, Mr. Moss and Dr. Wallace.

Mr. Ray reported these tentative conclusions of the Executive Committee:

1. A careful reading of our "1957 legislation" indicates that the Library not only has no obligation to contribute, but further has the authority only to pay out money in support of Kanawha County Public Library and its branches.

2. South Charleston Public Library is asking the City of South Charleston for $195,000.00 for its 1988/89 budget of $250,000.00. About $48,000.00 of the remaining $55,000.00 will come from State Grant-In-Aid.

3. Kanawha County Public Library discriminates in no way against citizens of South Charleston or patrons of its Library. Mr. Forster was advised of some of the specific services KCPL brings to South Charleston residents.

After considerable discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Chilton, it was unanimously

RESOLVED, That the President of the Library Board be and is hereby authorized to send a letter to Mr. Jerry Forster, Treasurer of the City of South Charleston, notifying him that in the opinion of the Library's legal counsel, the Library has no authority under the State Law enacted in 1957 creating it to use any part of its receipts from the Kanawha County Commission, the Kanawha County Board of Education and the City of Charleston to provide financial support to the South Charleston Public Library because it is not a branch of the Library.

Motion carried.

NEW BUSINESS

Public Library Association Convention. The Library Director reported that the Public Library Association has scheduled a convention in Pittsburgh, Pennsylvania, on April 26-30, 1988. She asked for authorization to send eighteen (18) staff members. The Director stated that she wants to send a larger than usual number of staff to this triennial national convention,

especially for public librarians, because its Pittsburgh location makes attendance relatively inexpensive. The Director added that careful planning will ensure that all locations are adequately staffed during the convention period. She also stated that the reimbursement staff members would receive would only partially pay for their expenses.

After discussion, upon motion of Dr. Wallace, seconded by Mr. Ellis, it was unanimously

RESOLVED, That the Library Director and eighteen (18) staff members be authorized to attend the Public Library Association Convention to be held in Pittsburgh, Pennsylvania, April 26-30, 1988, and that their expenses not to exceed $6,000.00.

Motion carried.

International Reading Association Convention. The Library Director reported that the International Reading Association will hold a convention in Toronto, Canada, on May 1-5, 1988. She asked for authorization to send Mrs. Daisy Stemple, Head, Children's Services.

After discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Chilton, it was unanimously

RESOLVED, That Mrs. Daisy Stemple be authorized to attend the International Reading Association Convention in Toronto, Canada, on May 1-5, 1988, and that her expenses not to exceed $475.00.

Motion carried.

There being no further business, the meeting on motion adjourned.

First-Vice President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

APRIL 11, 1988

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on April 11, 1988 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mrs. Rugeley
Mrs. Russell
Dr. Wallace

Also present were Ms. Wright, Library Director, Mr. Stern, Assistant Director and Miss Lorena Ammar, Administrative Assistant.

The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the March 14, 1988 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 370 ($25,108.84) and General Bills List No. 370 ($46,105.17) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Kauffelt, that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 368 ($1,420.60) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Kauffelt, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of March, 1988. Included were the following:

> During March we had several training and development opportunities for staff members. All staff members attended one of five sessions of a patron relations workshop conducted by Ginny Goode through the courtesy of American Bankshares. This workshop covered basic points of providing quality service to our patrons. On March 15 a workshop was conducted on popular romance fiction by Dr. Wayne Wiegand of the University of Wisconsin School of Library Science. Twenty-two members of the public service staff attended this workshop. On March 3 a demonstration of the Inlex integrated automated library software was held. This software runs on Hewlett Packard hardware and, therefore, is a direct competitor of VTLS.
>
> Also during March we had a systemwide exhibit of pieces of the Very Special Arts exhibit that most recently was on display at the Huntington Museum of Art. The display received a number of favorable comments from the public and was reviewed in the Daily Mail. Several programs were conducted by Jan Worthington. Ms. Worthington's programs bring historical and literary characters to life. In connection with our Kanawha County Bicentennial program she portrayed Mary Draper Ingles at programs held in Charleston and Sissonville. In Elk Valley Ms. Worthington portrayed Ramona Quimby, a character from a series of children's books. Each program was well received. Following up on an invitation from AT&T, on March 29 we staffed a table all day in the employees lounge at AT&T. Information about library services was distributed and library card registration forms were completed by 100 people. All of these programs and exhibits were scheduled and coordinated by Adrienne Worthy, Community Liaison Officer.
>
> Work is proceeding on the consolidation of the children's collection to the third floor. Shelving has been removed from the lower level and reassembled on the third floor. Because we have been able to use much of the shelving from the lower level we have only had to order approximately $3,000.00 of shelving although the Board had previously authorized

$10,000.00 for this purpose. We have also taken advantage of the opportunity of having walls temporarily free of shelving to paint the walls. The additional shelving that is on order is scheduled to arrive in May and additional painting will also take place at that time. As we prepare to then move the books, the RECON staff will be checking all books for bar codes. This consolidation involves approximately 60,000 volumes and will probably be completed by the end of the Summer.

I have received the resignation of Steve Crowley, Dunbar Branch Librarian. He will leave as of April 22 to accept the position of County Librarian in Putnam County, Florida.

Reports of Committees.

Library Board Membership. The President reported that the Library Board membership terms of Mr. Moss, Mr. Ray and Mr. Santrock are scheduled to expire on June 30, 1988. The President appointed the following persons to serve on the Library Board Membership Committee:

Mrs. Rugeley, Chair

Dr. Bannerot

Ms. Chilton

The President reported that she had received a telephone call from Mr. Parker Smith informing her that he is being transferred out of state and will be submitting his resignation from the Library Board of Directors.

Nominating Committee.

Election of Officers. The President announced that Mr. Moss will serve as Chair of the Nominating Committee. Members of the Committee are: Mrs. Glasser and Mr. Santrock. Mr. Moss stated that it was mentioned that a statement be written indicating that an officer would hold an office for no longer than three years. The President stated this would give more board members an opportunity to serve as President.

Support Services Committee. The Library Director reported that the Library currently has three vendors to handle various aspects the Library's heating and air conditioning equipment. Ms. Wright suggested that it would be more efficient to have one contractor to service all aspects of the heating and air conditioning equipment thus centralizing responsibility. There was some discussion on receiving competitive bids for the contract.

Upon motion of Mr. Kauffelt, seconded by Mr. Moss, it was unanimously

RESOLVED, That the Library Director is authorized to prepare legal notices, upon completion of appropriate written specifications, inviting bids to provide maintenance service at the Charleston Library for all heating and air conditioning equipment, including boilers; all control systems pertaining to heating and cooling; and all water quality treatment pertaining to heating and cooling.

Motion carried.

NEW BUSINESS

Authorization to Travel. The Library Director reported that a meeting of the Virginia Tech Library System Eastern Users Group will be held on April 13-14, 1988, in Charlotte, North Carolina. She stated the importance of two members of the Library staff to attend the meeting. There ensued discussion on the problems the Library is now having with the VTLS system. Ms. Wright also reported on the demonstration held by Inlex, a recently developed rival integrated automated library software that could be run on our HP3000 hardware.

After discussion, upon motion of Mrs. Glasser, seconded by Mr. Kauffelt, it was unanimously

RESOLVED, That Karen Philippi and Claudia Benton be authorized to attend the VTLS Eastern Users' Group Meeting in Charlotte, North Carolina, on April 13-14, 1988 and that their expenses be paid in total amount not to exceed $400.00 for both.

Motion carried.

"Candidates' Corner". After inquiry from several Board members the Library Director briefly described the "Candidates' Corner" publicized by the West Virginia Library Commission to be available at all public libraries. Unfortunately, the Commission sought little or no input from the public libraries. After a lively discussion, the Director was requested to operate our "Candidates' Corner" in a way that would avoid acting or appearing to act in a partisan manner--favoring a particular party or particular political candidate(s).

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

MAY 9, 1988

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on May 9, 1988 at 4:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Mrs. Chilton
Mr. Moss
Mr. Ray
Mrs. Rugeley
Mrs. Russell
Mr. Santrock
Dr. Wallace

Also present were Ms. Wright, Library Director, Mr. Stern, Assistant Director, and Miss Lorena Ammar, Administrative Assistant.

The Assistant Library Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the April 11, 1988 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 371 ($42,652.11) and General Bills List No. 371 ($54,279.56) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Dr. Wallace, that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 369 ($10,491.10) duly certified and

approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Dr. Wallace, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of April 1988. Included were the following:

> During April we celebrated National Library Week using the theme "Piece It All Together at the Library". Our activities included displays of quilts, demonstrations of quilting, jigsaw puzzle contests, and a contest to guess a mystery person from Kanawha County's past by gathering a clue from each library location. We also conducted a Fine Free Week during which we had 3,758 overdue items returned including two books that were due in 1972.
>
> Fifteen staff members attended the Public Library Association national conference in Pittsburgh April 27-30. Those who attended felt the conference was very informative. Over 3,000 public librarians from across the nation were in attendance.
>
> I have received a letter from the Clendenin Library Board indicating they are ready to negotiate an agreement to incorporate Clendenin as a full branch of our system. A draft of an agreement has been developed and submitted to Mr. Ray for review.
>
> It is with great regret that I announce that I have received notice from Joel Stern of his intent to retire effective August 29. Mr. Stern has been an immeasurable help in my orientation to my position and in developing all of the major projects that have been undertaken in the past year.

Reports of Committee.

Financial Affairs Committee.

End-of-Year Projection. In the absence of Mr. Ellis, Chair, the Assistant Director reported that he projected the Library's cash position at the end of the fiscal year at $85,000 - $95,000 more than originally budgeted. His financial summary for the year included:

1. Salary expenses will be about $75,000 less than budgeted because of a number of vacancies throughout the year and vacancies being filled at lower salaries due mainly to difference of starting salary for a given position and the salary being received by the person who has left that position.
2. Utilities expense will be about $25,000 under budget, in part because of the mild winter.
3. Library materials are expected to be not less than $390,000, at least $10,000 over-budget.
4. Several income accounts will be substantially higher than budgeted.
5. Several other expense accounts will be much higher.

Mr. Stern concluded that this projection was based on the assumption that the 19.5¢ ($43,000) "hold back" of State Grant-In-Aid would actually be released. On the Grant-In-Aid matter, there were comments to the effect thast we have yet to receive the "hold back" and with the current climate concerning state funds we cannot be certain of receiving funds until the check is in hand.

Public Service and Personnel Committees. The Library Director, speaking at the request of and on behalf of the Public Service and Personnel Committees, developed the background and reasons for the "Proposed Changes in Hours of Operation and Staffing". This proposal with accompanying documents was mailed with the agenda to every board member. They will also be appended to the minutes of this meeting.

The Library Director reported on the recommendations and how they were developed. Her comments included:

1. The recommended changes in hours of service, public hours open and staffing levels are based on a careful detailed "Usage Study" of how and when our facilities are used. This becomes absolutely necessary in these times of tight budgets so that we can distribute our library resources as effectively and efficiently as possible among all our locations.

2. The "Proposed Changes in Hours of Operation and Staffing", as outlined, were then each discussed individually by the Library Director.

3. The Library Director explained the timing of implementing different portions of the changes.

    a. Elimination of Friday night at Charleston and 3-day weeks at Marmet and Glasgow, respectively, would begin on or before early June. Marmet and Glasgow will operate with two full-time people, the current third staff member will be transferred to Charleston's Circulation Department.

    b. Minor hours reduction at Cross Lanes would occur in the fall and the addition of a part-time Clerk I would occur after July 1.

    c. Other modifications in hours at Dunbar, Elk Valley and Sissonville would also begin in mid-September. A part-time Clerk I at Dunbar will be transferred to St. Albans at that time.

4. The Library Director recommended that a "shift differential" be instituted to offset the negative impact on morale of incorporating Sunday hours as part of the regular work week for public service staff members, thus eliminating the current time and one-half pay rate for Sunday hours. The 1988/89 budget, as approved, anticipated the elimination of Sunday overtime by setting up $19,000 for Sunday Service at straight time instead of $32,000 that overtime would have cost.

There ensued a discussion that explored possible negative local reactions at locations with shortened public hours, particularly at Marmet, Glasgow and Dunbar. It was emphasized that the recommended modifications were based on usage and the desireability of deploying public service staff to where the need for them was greatest.

Finally, upon motion of Mr. Ray, seconded by Dr. Bannerot, it was unanimously

RESOLVED, That changes in public hours and staffing levels, as detailed in the "Proposed Changes in Hours of Operations and Staffing", as here appended, be approved.

Motion carried.

There was also discussion of the Sunday "shift differential" recommendation. There appeared to be a consensus that Sunday hours should be incorporated into the regular work week as contemplated in the 1988/89 Budget. A motion approving a "shift differential" in principle was withdrawn whereupon the President asked the Library Director to present a resolution with the specifics concerning this matter at the June meeting.

Library Board Membership Committee. Mrs. Rugeley, Chair, reported that the Library Board Membership Committee, having met April 25, 1988, and having ascertained that the three Board members whose terms expire June 30, 1988, had each expressed a willingness to serve another six-year term, recommended that the Board submit their names to the Kanawha County Board of Education for reappointment.

Specifically, Mrs. Rugeley reported that the Library Board Membership Committee recommended that the following be nominated (i) Mr. Bruce Moss for a term of six (6) years beginning July 1, 1988, ending June 30, 1994, (ii) Mr, John L. Ray for a term of six (6) years beginning July 1, 1988, ending June 30, 1994 and (iii) Mr. John Santrock for a term of six (6) years beginning July 1, 1988, ending June 30, 1994.

Following discussion, upon motion of Mrs. Rugeley, seconded by Mr. Moss, it was moved that the recommendations of the Committee be accepted. The motion carried.

The Library Director was then instructed to report the said nominations to the Board of Education of the County of Kanawha with the request that the said nominees be duly appointed.

Mrs. Rugeley also reported that two additional vacancies have been created by resignations: Mr. Parker Smith, as was reported at the April Board Meeting, whose term expires in 1992, and Mr. Arthur Fisher, term expiring in 1990, whose letter of resignation she read. The President asked that the Committee submit recommendations to fill these vacancies at an early date.

Mrs. Rugeley reported the Committee's preliminary proposal on limiting length of service on the Board. The discussion that ensued

suggested that there was general agreement that limits to tenure were in order. The President directed that a copy of the Committee's proposal be appended to the minutes of this meeting and that they be discussed further at the next meeting.

Nominating Committee. Mr. Moss, Chair, reported that members of his Committee had canvassed present Board Officers to elicit ideas on length of service and/or change in their basic job descriptions and that he had received no recommendations for change or modification of the job description for any office. Mr. Moss stated that, based on its canvass and on its discussion, the Committee recommends to the Board that it adopt a policy that would not permit a Board member to serve more than three consecutive years in any single office. There was discussion. The President pointed out that the proposals of the Library Board Membership Committee and the Nominating Committee were interrelated and suggested they be dealt with together at the next meeting of the Board.

NEW BUSINESS

Retirement of Mary Frances Lee. Dr. Bannerot reported that Mrs. Mary Frances Lee, Clerk II of the Extension Department, has announced that she plans to retire on May 31, 1988. He stated that Mrs. Lee has worked at the Library for 20 years. She has worked in the Children's Department and as well as the Extension Department.

Upon motion, seconded by Mr. Ray, it was unanimously

RESOLVED, That the Board of Directors of Kanawha County Public Library records with regret the retirement, effective May 31, 1988, of Mrs. Mary Frances Lee as Clerk II; and

RESOLVED, That the Library expresses its appreciation for her twenty years of conscientious and capable service in the Boys and Girls and the Extension Departments; and

RESOLVED FURTHER, That this resolution be spread upon the minutes of this meeting and that a copy be presented to Mrs. Lee.

Motion carried.

Pittsburgh Regional Library Center Spring Conference. The Library Director asked for authorization to attend the Pittsburgh Regional Library Center Spring Conference in Somerset, Pennsylvania.

Upon motion of Mr. Ray, seconded by Ms. Chilton, it was unanimously

RESOLVED, That Library Director Linda G. Wright be authorized to attend the Pittsburgh Regional Library Center (PRLC) Spring Conference in Somerset, PA, on May 23-27, 1988, at a cost to the Library not to exceed $450.00.

Motion carried.

Bookmobile National Conference. The Library Director reported that a Bookmobile National Conference is being held in Columbus, Ohio. She requested authorization for Judy Duncan, Chief, Extension Services, to attend.

Upon motion of Mr. Ray, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That Judy Duncan be authorized to attend the Bookmobile National Conference in Columbus, Ohio, on June 15-18, 1988 at a cost not to exceed $300.00.

Motion carried.

Middle Management Program for Library Administrators. The Library Director reported that a conference "Middle Management Program for Library Administrators" is scheduled to be held at Miami University in Oxford, Ohio. She stated that she had attended two of their conferences in the past and felt it would be very beneficial for a staff member to attend. The Library Director requested permission to send Claudia Benton, Head of Technical Services.

Upon motion of Mr. Ray, seconded by Mrs. Rugeley, it was unanimously

RESOLVED, That Claudia Benton be authorized to attend the Middle Management Program for Library Administrators, at Miami University, Oxford, Ohio, on July 18-22, 1988, at a cost to the John V. Ray Fund (gift money) not to exceed $1,000.00.

Motion carried.

There being no further business, the meeting adjourned.

Helen F. Smith
President

Jack Stamm
Assistant Secretary

MINUTES OF A MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JUNE 13, 1988

The regular meeting of the Library Board of Directors of the Kanawha County Public Library was held on June 13, 1988 at 3:00 p.m. in the Board Room of the Library.

The following members were present:

Mrs. Smith
Dr. Bannerot
Ms. Chilton
Mrs. Glasser
Mr. Kauffelt
Mr. Moss
Mr. Ray
Mrs. Russell
Mr. Santrock
Dr. Wallace

Also present were Ms. Wright, Library Director and Miss Lorena Ammar, Administrative Assistant.

The Library Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the May 9, 1988 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 372 ($165,279.97) and General Bills List No. 372 ($71,696.52) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Dr. Wallace that the bills be paid and transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 370 ($2,547.40) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Dr. Wallace, it was ordered that the bills set out on the said list be paid.

Library Director's Monthly Report. Ms. Wright gave an oral report on the activities of the Library for the month of May, 1988. Included were the following:

A new upgrade of the VTLS software was installed in May. Carl Lee and John Espley from VTLS came to the Library on May 17 to review and discuss the problems we have been encountering.

We have received notification of the award of a grant to Kanawha County Public Library for $9,700 from the U. S. Department of Education for literacy materials and staff to coordinate distribution of these materials. The grant will begin October 1. The grant request was developed by Jo Ellen Flagg.

In association with local artist, Doug Goebel, we have received a grant of $1,200 from the West Virginia Humanities Commission for the development of a slide presentation about the history of the Kanawha River.

The St. Albans Library celebrated its 25th anniversary on Saturday, May 21 with a day long open house. Over one hundred (100) people visited the library for this celebration including many who had served on the Library Board. The most popular aspect of the celebration was the Wish Book Tree. A Christmas tree was decorated with paper silhouettes of bells. Each bell had the title, author and price of a book the library "wished" it had in its collection. As a result seventy (70) of the books were funded by monetary donations from the public.

A program entitled "Learn to Earn" was held in several locations. The program presented by the 4-H provided information to teenagers about how to obtain a summer job.

Another session of staff exchange was held in May. Twelve staff members worked for two days each in other units of the system.

Eleven staff members have been notified of their eligibility to retire. This fairly large number (13% of our full-time staff) is due to the incentive plan the State has adopted which allows two years of age or two years of service to be added to what the staff member has.

Karen Fields, the Cross Lanes Branch Librarian, submitted her resignation effective June 17. Beth Samples, Personnel Officer, has submitted her resignation effective June 24.

The result of the second national advertising for the Reference Services Section Supervisor was twelve applicants only one of whom we thought merited an interview and the interview resulted in a decision not to hire because of lack of supervisory skills. Applicants for the Dunbar Branch Librarian are now being reviewed. National advertising for this position resulted in a total of 11 applicants. We are definitely feeling the effects of the national shortage of librarians. Our vacant positions are not only affecting the units which have the vacancy but also the units where I have to draft someone from to temporarily cover the vacant position. We have also not been able to identify any additional librarians locally to work part-time.

I have prepared and distributed today a report for your information on the 1988 Statistics of Southern Public Libraries.

Nominations for Board membership that were approved at last month's Board meeting have been submitted to the Board of Education and approved.

Reports of Committees.

Personnel Committee.

Sunday Service. Dr. Bannerot, Chair, reported that Mr. Stern had prepared a Sunday Service salary scale. The proposed scale would save the Library approximately $14,000.00 per year. The present scale pays overtime at time and a half. The proposed scale would pay each employee his/her regular hourly rate plus a shift differential at the following hourly rates:

$3.50 per hour for those serving as clerk or custodian.

$5.50 per hour for those serving as librarian.

It was said the above-mentioned rates would usually be less than time and a half. Employees would incorporate Sunday as part of the 37 1/2 hour work week.

After considerable discussion, and upon motion of Dr. Bannerot, seconded by Dr. Wallace, it was unanimously,

RESOLVED, That the long-standing practice of paying all employees who work on Sundays at 150% of their regular hourly rate be ended effective immediately; and

RESOLVED, That all employees who work on Sundays, beginning September 1988, be paid at their regular hourly rate plus an additional shift differential bonus for Sunday hours; and

RESOLVED, That the Sunday shift differential bonus for the fiscal year beginning July 1, 1988 be:

$3.50 per hour for those serving as clerk or custodian

$5.50 per hour for those serving as librarian; and

RESOLVED FURTHER, That the Sunday shift differential bonus for subsequent fiscal years be set as part of the annual operating budget procedure.

Motion carried.

Reference Services Section Supervisor. Dr. Bannerot reported that the position of Reference Supervisor has not been filled. The section has been without someone for seven months. He said Lois Leasure had been filling in as Acting Reference Supervisor. The Library Director reported that Ms. Leasure has done very well in assuming these duties. Ms. Leasure has not applied for the position.

It was suggested that Ms. Leasure be asked to take the job as she has nine years experience in the system including four years experience in the

Reference Section. Her position of Reference Librarian would hopefully be easier to fill.

After discussion, upon motion of Dr. Bannerot, seconded by Dr. Wallace, it was unanimously,

> RESOLVED, That the Library Director be empowered to offer the position of Reference Services Supervisor to Lois Leasure and the Library Director be authorized to recruit and hire a full-time Librarian I for the Reference Services Section.

Following further discussion concerning the need to involve the Personnel Committee of the Board, Dr. Wallace moved the following amendment to the motion, acceptable to Mrs. Russell,

> RESOLVED, That the Library Director be empowered to offer the position of Reference Services Supervisor to Lois Leasure and the Library be authorized to recruit and hire a full-time Librarian I for the Reference Services Section with approval of the Personnel Committee.

Motion carried.

Support Services. Mr. Santrock, Chair, reported that legal ads had been placed in the Charleston Daily Mail and the Charleston Gazette on May 10, 1988 and May 17, 1988 for the Library's Maintenance Contract on the heating and air conditioning equipment. He said five companies submitted bids. They are noted as follows:

Bidder	Amount	
York International	Option I	$17,100
	Option II	$12,600
Honeywell	Option I	$26,800
	Option II	$16,600

Kanawha Valley Heating	Option I	
	Option II	$ 4,256
Casto Technical	Option I	$28,656
	Option II	$ 8,448
Johnson Controls	Option I	$12,660
	Option II	$ 7,104

Bid opening was held on Friday, June 3, 1988 at 3:00 p.m. in the Board Room of the Library.

Mr. Santrock stated that Mr. Stern and Ms. Wright had investigated the bids. The low bidder was Johnson Controls. It was reported that Johnson Controls has done satisfactory work for several years for the Library.

After discussion, upon motion of Mr. Santrock, seconded by Mr. Ray, it was unanimously

> RESOLVED, That the bid of Johnson Controls, Inc. for "Total Maintenance" of Heating, ventilate, Air Conditioning and Temperature Control Equipment at the Charleston Library for the sum of $12,660.00 per annum, beginning July 1, 1988, be accepted.

Motion carried.

Financial Affairs Committee.

Amended Budget 1987/1988. Ms. Wright reported on the financial affairs of Kanawha County Public Library for the fiscal year ending June 30, 1988. An amount of $55,719.50, of non-appropriated receipts was identified, explained and recorded as follows:

NON-APPROPRIATED RECEIPTS

1987/1988

Interest earned - over and above $22,500.00	$17,053.11
Miscellaneous Receipts - over and above $45,000.00	16,516.13
Book Sale - Main Library	3,585.71
Book Sale - St. Albans	34.87
Sale of W. Va. Foundation Directory	495.00
W. Va. Office of Treasurer - Interest on Library Compensation	805.92
State of W. Va. - WVLC - refund on microfilm	652.00
State of W. Va. - WVLC - Library Materials Grant	750.00
James D. Kauffelt - Elk Valley Water Damage Reimbursement	7,050.70
South Charleston - Automation Fee - over and above $3,000	344.64
DeVan and Company - returned premium endorsement	1,059.00
Ebsco Industries, Inc. - Prepayment discount	556.21
Ebsco Industries, Inc. - refund on overpayment	6,306.95
Ebsco Industries, Inc. - refund	897.00
Elk Valley Library - refund on postage	174.22
Cross Lanes Library - refund on postage	202.01
Sissonville Library - refund on postage	284.00
W. Va. Library Association - refund on postage	144.67
Baker and Taylor - refund on postage	137.16
Baker and Taylor - refund on postage	109.47
Baker and Taylor - refund on postage	111.91
Doubleday and Company - subscription cancelled	156.85
Doubleday and Company - refund on subscription	81.95

Commerce Clearing House - Credit on subscription cancelled	101.50
Time Incorporated - subscription cancellation	23.52
American Library Association - refund on subscription	67.50
Ingram - refund on book	19.99
Aetna Life and Casualty - vandalism to copier	78.87
Aetna Life and Casualty - unregistered parcel post loss	100.00
Aetna Life and Casualty - claim on Dunbar Library	377.75
Aetna Life and Casualty - claim on St. Albans Library	380.85
Aetna Life and Casualty - claim on collision of van	1,048.60
Linda G. Wright - reimbursement on PEIB	1,101.60
Kanawha County Board of Education - PEIB Refund	172.48
Kanawha County Board of Education - PEIB Refund	512.18
Kanawha County Board of Education - PEIB Refund	464.24
Kanawha County Board of Education - PEIB Refund	502.86
Kanawha County Board of Education - PEIB Refund	807.92
Kanawha County Board of Education - PEIB Refund	310.44
Kanawha County Board of Education - PEIB Refund	575.84
Kanawha County Board of Education - previous outstanding checks cancelled	605.41
Kanawha County Board of Education - contracted service for Carol Slater	733.65
Peggy Palmer - Insurance premium for PEIB	80.00
Peggy Palmer - Insurance premium for PEIB	80.00
Peggy Palmer - Insurance premium for PEIB	80.00
Peggy Palmer - Insurance premium for PEIB	80.00
Peggy Palmer - Insurance premium for PEIB	80.00

Peggy Palmer - Insurance premium for PEIB	80.00
Peggy Palmer - Insurance premium for PEIB	80.00
Peggy Palmer - Insurance premium for PEIB	80.00
Peggy Palmer - Insurance premium for PEIB	80.00
Peggy Palmer - Insurance premium for Dental/Vision	9.78
Peggy Palmer - Insurance premium for Dental/Vision	19.56
Peggy Palmer - Insurance premium for Dental/Vision	9.78
Peggy Palmer - Insurance premium for Dental/Vision	9.78
Peggy Palmer - Insurance premium for Dental/Vision	9.78
Peggy Palmer - Insurance premium for Dental/Vision	9.78
Peggy Palmer - Insurance premium for Dental/Vision	9.78
Peggy Palmer - Insurance premium for Dental/Vision	9.78
Peggy Palmer - Insurance premium for Dental/Vision	9.78
Peggy Palmer - Insurance premium for Dental/Vision	9.78
Karen Fields - Insurance premium for Dental/Vision	9.78
Karen Fields - Insurance premium for Dental/Vision	9.78
Stephen Crowley - Insurance premium for PEIB	80.00
Kanawha County Public Library Finance Committee - reimbursement on Stan Cohen's book sale	285.67
Kanawha County Public Library - Popular Romance Workshop	10.00
University of Charleston - Sale of old catalog trays	250.00
Greater Kanawha Valley Foundation - Video Cassette Grant	2,279.52
Jay Pauley - COBRA insurance premium - 7 mos. @ $84.00	588.00
South Charleston Public Library - Share of Disk Drive Cost	1,815.48
	$71,650.49
Less amount budgeted	-15,000.00
	$56,650.49

After discussion, upon motion of Dr. Wallace, seconded by Mr. Ray, it was moved that the Budget of the current 1987/1988 fiscal year be amended to reflect the list of non-appropriated receipts, shown above, as well as additional monies received between this date and June 30, 1988. Motion carried.

Outstanding Checks. Ms. Wright submitted a list of outstanding checks which should be cancelled, in keeping with standing recommendations of the Library's auditors, with the proviso that they may be reissued should valid claim arise.

The checks to be cancelled are as follows:

Date	Payee	Check Number	Amount
4-22-87	Tonya A. Martin	436745	$ 4.00
4-19-87	Casto Hardware Co.	436814	6.77
7-24-87	Gretchen Schwinger	312801	4.67
11-17-87	Ellen G. Marshall	437713	.95
12-29-87	Sanitary Board - Dunbar	437944	11.22
		Total	$27.61

After discussion, it was moved by Mr. Ray, seconded by Ms. Chilton, that the Library Director authorize the Kanawha County Board of Education to request the State Tax Commissioner to cancel the outstanding checks listed above with the proviso that a check may be reissued should a valid claim arise. Motion carried.

Interim Authority for 1988/1989 Budget. Linda Wright explained that the salary letters advising staff members of their 1988/89 salaries, as approved at the February 1988 Board Meeting had not been released, pending receipt by the Library of news of official State action on 1988/89 Grant-In-Aid. Even if the Legislature finally acted this past weekend, we can not report officially to the Board before the next meeting in July. Consequently, management needs some flexibility as staff members become increasingly restive because they have not yet been told of their 1988/89 salaries.

As background, it should be remembered that the 1988/89 budget, as adopted, anticipates State Grant-In-Aid income of $558,848 or $2.58 per capita. This compares to $642,026.00 or $2.98 per capita for the current 1987/88 fiscal year.

After discussion, upon motion of Mr. Kauffelt, seconded by Mrs. Glasser, it was unanimously

RESOLVED, That, in the event State Grant-In-Aid for 1988/89 is finally determined to be at least $2.53 per capita--$0.05 per capita, or $10,772, less than anticipated in the 1988/89 Budget adopted in February 1988--the individual salaries approved in that Budget are herewith confirmed; and

RESOLVED FURTHER, That, in the event State Grant-In-Aid for 1988/89 is finally determined to be less than $2.53 per capita, the Library Director is directed to recast a 1988/89 Budget as quickly as possible and the President of the Board is directed to call a Special Meeting, at the earliest possible date, to consider an amended Budget for 1988/89.

Motion carried.

Restoration of State-Grant-In-Aid Holdback. The Library Director explained that the 1987/88 budget had been reduced by $42,011.00 by resolution of the Board at its January 11, 1988 meeting, in response the West

Virginia Library Commission's announced 19.5¢ per capita Grant-In-Aid "holdback". Happily, that "holdback" has been restored and the $42,011.00 has been paid to us. In consequence, she continued, it is necessary to officially restore the money to the current 1987/88 budget.

After discussion, upon motion of Mr. Ray, seconded by Mr. Santrock, it was unanimously

RESOLVED, That the current 1987/88 Budget be increased as follows:

Furniture and Equipment	$40,430
Clendenin Expenses	268
Nitro Expenses	1,313
Total	$42,011

Motion Carried.

Purchase of Fifth Disk Drive. The Library Director explained that an order had been placed in December 1988 for a fifth 571Mb Hewlett-Packard disc drive that would make possible the addition of the much more patron friendly "key word searching" capability to the Library's on-line public access catalog. No bids were necessary because Hewlett-Packard drives are the only ones that work effectively with our H-P 3000 Model 70 computer and our VTLS software. The Director added that the drive was available at an 18% discount under a State purchasing contract.

After discussion, upon motion of Mr. Santrock, seconded by Mrs. Russell, it was unanimously

RESOLVED, That the purchase of a Hewlett-Packard 571Mb disc drive at a cost of $15,129.00 from the Hewlett-Packard Company is hereby ratified and confirmed.

Motion Carried.

Purchase of Microcomputer to Enable Partial Automation of Bookmobile Circulation Functions. The Library Director explained that the purchase of a Hewlett-Packard Vectra with a 20Mb hard disc for the Administrative Office would result in the transfer of a presently owned less sophisticated microprocessor as a "stand-alone" automated circulation terminal on the Mobilibrary. This would not only result in extending the automated circulation system to the Mobilibrary but also enlarge the capability of the Administrative Office to put more of its routines on computer. The Library Director added that this would not be put out for bid because the Hewlett-Packard Vectra is essentially a "sole source" situation. Only Hewlett-Packard microcomputers can be easily and readily used as backup terminals when our H-P 3000, Model 70 (the microcomputer that runs our Automated Circulation System) goes down. The price of the Vectra, she noted, is competitive with other office microcomputers especially because we get a 25% discount on this type of Hewlett-Packard equipment under a State purchasing contract.

After discussion, upon motion of Dr. Wallace, seconded by Mr. Ray, it was unanimously

> RESOLVED, That the purchase of a Hewlett-Packard Vectra microcomputer with 20Mb hard disc at a cost of $3,716.25 from Hewlett-Packard Company, is hereby ratified and confirmed.

Motion carried.

Purchase of Acquisitions System Software and Hardware. The Director reported that the Library was paying Baker and Taylor Company, our major book supplier, about $5,500.00 per year in fees for use of its "MicroLibris" microcomputer-based book purchasing system. The level of our book purchasing

has recently exceeded the capacity of the MicroLibris system software and microcomputer hardware to handle it properly. The Director recommended dropping our lease of the MicroLibris software and the purchase of a new microcomputer with over 100MB of hard-disk storage plus acquisitions software from Ringgold Management at $2,500.00. The Director was well satisfied with this system when she used it in North Carolina. The cost of the equipment will be about $11,000.00 and about $4,000.00 for the software, training and miscellaneous peripherals. It is estimated that the ongoing annual operating costs for the software will be reduced from the present $5,500.00 level to about $800.00 for maintenance.

After discussion, upon motion by Mrs. Glasser, seconded by Mr. Kauffelt, it was unanimously,

RESOLVED, That the Library Director is authorized to purchase equipment and software for a Library Materials Acquisition system:

Hardware

Hewlett Packard Vectra R/S 20 Model 100, Graphics, Cartridge Tape Backup and Miscellaneous Peripherals	$10,712.25

Software

Ringgold Management System's "Nonesuch" Acquisitions Control System, Training and Miscellaneous Peripherals	$ 4,250.00
Total	$14,962.50

Motion carried.

Long Range Planning Committee. Mr. Ray, Chairman, reported that the Library had presented a proposed agreement to the Clendenin Public Library

Board. He said that the Clendenin Library had not subsequently sent any letter or signed agreement to the Library. Mr. Ray explained that it was desirable to maintain the staffing level at Clendenin in anticipation of Clendenin Public Library signing an agreement to become a branch of Kanawha County Public Library within the next few months. In view of this and because the 1988/1989 Budget as adopted in February 1988 was based on the resolution approved at the September 1987 Board Meeting that Kanawha County Public Library would fund only $23,000.00 in salary and fringes at Clendenin Public Library that would still maintain its independence and operate under an affiliate status, it is now necessary to provide authorization for the continued employment of a clerk whom we had expected to lay off.

There was some discussion and upon motion of Mr. Kauffelt, seconded by Mr. Ray it was unanimously

RESOLVED, That Lucy Frazier be kept on the Library payroll as Clerk III at Clendenin, either full-time or part-time as the Library Director may subsequently determine, for three months beginning July 1, 1988; and

RESOLVED, That Lucy Frazier will no longer be employed at Clendenin after September 30, 1988 if by that date Clendenin has not officially become a branch of Kanawha County Public Library; and

FURTHER RESOLVED, That Lucy Frazier be paid in 1988/1989 at the monthly or hourly equivalent of $14,453.00 per year.

Motion carried.

Library Board Membership Committee. In the absence of Mrs. Rugeley, Dr. Bannerot reported on the following topics that were discussed by the Membership Committee. They are:

1. Authority given to the Board of Education by the 1957 Library Statute.

2. Length of term of service of a Board member.

3. Re-appointment of board members. Number of terms a Board member should serve.

4. Excused absence from attending meetings. If a person in one year's time has unexcused absences more than three times or has missed one-half of the board meetings for various reasons, then a letter inquiring about continued interest on serving on the Board should be sent.

5. Removing a member from the Board.

After considerable discussion, it was suggested that the Membership Committee could perhaps draft a "Code of Expectations" for Board members.

NEW BUSINESS

Literacy and Technology National Meeting. The Library Director reported that a national meeting on Literacy and Technology is being held in Pittsburgh, Pennsylvania on July 28-31, 1988. She asked for authorization for Judy Duncan and Sara Walker to attend.

Upon motion of Mr. Moss, seconded by Mrs. Russell, it was unanimously

RESOLVED, That Judy Duncan and Sara Walker be authorized to attend the national meeting on Literacy and Technology, in Pittsburgh from July 28-31, 1988, and that total expenses for both are not to exceed $600.00.

Motion carried.

Chamber of Commerce Leadership Workshop. The Library Director asked for authorization to attend the Charleston Regional Chamber of Commerce weekly workshops that are being held in Charleston, West Virginia.

Upon motion of Mr. Moss, seconded by Mrs. Russell, it was unanimously

RESOLVED, That Linda Wright be authorized to attend the "Leadership Charleston" weekly workshops from September 9 through November 23, 1988, sponsored by the Chamber of Commerce, and that her expenses are not exceed to $100.00.

Motion carried.

Date of Annual Meeting. The Annual Meeting will be held on Monday, July 11, 1988 at 2:00 p.m. in The John V. Ray Room.

There being no further business, the meeting on motion adjourned.

Helen F. Smith
President

Linda G. Wright
Secretary

MINUTES OF ANNUAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 11, 1988

The Annual Meeting of the Board of Directors of the Kanawha County Public Library was held on Monday, July 11, 1988 at 2:00 p.m. in the John V. Ray Room of the Library.

The following members were present:

Mrs. Smith
Ms. Chilton
Mr. Kauffelt
Mr. Moss
Mr. Ray
Ms. Rugeley
Ms. Russell
Dr. Wallace

Also present were Ms. Linda Wright, Library Director and Mr. Stern, Assistant Library Director.

The President welcomed Mr. Jim Brown, Cross Lanes Library Board; Mr. Karney Tinney, Sissonville Library Board; Sandra Marshburn, Elk Valley Library Board; branch librarians, department heads and staff who were in attendance.

Mrs. Smith, President, presided. The Assistant Director served as Secretary. The Secretary reported that a quorum was present.

Approval of Minutes. The minutes of the June 13, 1988 meeting were approved.

Approval of Bills. The Library Director submitted Book Bills List No. 373 ($11,823.24) and General Bills List No. 373 ($42,866.76) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Moss, that the bills be paid and

transmitted for that purpose by the Library Director to the Board of Education of the County of Kanawha.

Approval of Bills from Special Funds. The Library Director submitted Special Funds List No. 371 ($1,113.85) duly certified and approved in accordance with the Bylaws and on motion of Mrs. Russell, seconded by Mr. Moss, it was ordered that the bills set out on the said list be paid.

Annual Report. The President introduced Ms. Wright, Library Director. The President then asked for the Library Director's Annual Report for 1987/88. Ms. Wright noted some of the accomplishments during the past year, particularly the introduction of the on-line public access catalog and the 5.5% increase in circulation. She then acknowledged that it was due to the cooperation, support and hard work of all staff members that resulted in these accomplishments. Copies of the report were distributed to the members present. A copy of the report will be attached to the minutes of this meeting.

The Library Director introduced the staff members present. They were: Elizabeth Fraser, Reference Department; Karen Philippi, Automation Manager; Sara Sue Wright, Chief, Adult Services Department; Beth Hand, Charleston Children's Department; Vicki Cox, Reference; Wanda Good, Dunbar Public Library; Claudia Benton, Chief, Technical Services Department; Daisy Stemple, Chief, Children's Services Department; Adrienne Worthy, Community Liaison Officer; Terri McDougal, Children's Department; Judy Duncan, Chief, Extension Services Department; Mary Horn, Branch Librarian, Sissonville Library; Olivia Bravo, Circulation Librarian; Carolyn Atkinson, Librarian, Nitro Public Library; Betty Jane Harper, Children's Department; Danny McMillion, Branch Manager, Glasgow

and Marmet libraries; Sara Walker, Branch Librarian, St. Albans Public Library and Joel Stern, Assistant Director.

The following department heads, division heads and branch librarians then spoke.

Sara Sue Wright, Chief, Adult Services, remarked that the Public Access Terminals (PATS) had presented less of a problem with patrons than she had anticipated. The PATS were installed August 11, 1987 and there had been some mixed reactions by patrons but now most have adjusted. The patrons have been pleased that they could locate books anywhere in the system. There was an increase in loans placed on materials from 672 in the last fiscal year to 1,968 in the year just concluded. She commended Ms. Worthy on the articles that have appeared in the newspapers particularly the regular column announcing new business materials.

Danny McMillion, Branch Manager, Glasgow and Marmet, reported that her patrons have shown great enthusiasm for searching the computer catalog. They can obtain books quickly from throughout the system. She feels fortunate that she can turn the publicity work over to Adrienne Worthy rather than having to tackle it herself.

Sara Walker, Branch Librarian, St. Albans, appreciates the size of her collection at St. Albans and the increased circulation due to the public access terminals. She has utilized the loan requests to identify areas in the St. Albans collection that need additional materials. She thanked Ms. Worthy for her work with publicity.

Daisy Stemple, Chief, Children's Services Department, reported that in combining the two areas of children's books, 42,000 volumes had been moved. Mrs. Stemple acknowledged Ms. Worthy's success in getting the information about the Summer Reading Club out to the public. Over 1,500 readers are currently enrolled in the "There's Magic in Books" program.

Mrs. Duncan, Extension Services Department, stated that her Department serves people who cannot get to a regular library by extending service through the Bookmobile, Homebound, Blind and Physically Handicapped and Talking Book operations. The entire collection has been barcoded this year. A Hewlett Packard 150 terminal will be installed on the Bookmobile by September 1, 1988 to check materials in and out . All homebound materials are now circulated on the computer. She also noted that the Kanawaha County Public Library is one of five systems in the State who offer the Talking Books service.

Mrs. Benton, Chief, Technical Services Department, stated that her staff was responsible for all the barcoding of items and entering of records into the database. Over 43,000 bibliographic records, an average of 11,000 a month, were entered this year. She credited this to her capable Recon staff.

Mrs. Worthy, Community Liaison Officer, wished to thank everyone for the support and confidence in her work. She feels her bi-weekly publicity meetings with the staff have been very beneficial to her work. She now has a computer desk top

publishing system which has made it possible to produce the flyers that have been used for several programs recently. She has managed to communicate successfully with the media to publicize some stories on Kanawha County Public Library. She also reported that 1989 has been declared nationally the year of the young reader.

Mrs. Smith, President, expressed her gratitude in working with the new director this past year and for all the support she was given. She then introduced Mr. Bruce Moss, Board Member.

Election of Officers. Mr. Moss, Chair, reported that the Nominating Committee recommended the following slate of officers for 1988/89:

John L. Ray	- President
Frederick Bannerot	- First Vice President
Virginia Rugeley	- Second Vice President
Linda Wright	- Secretary/Treasurer
Joel Stern	- Assistant Secretary/Treasurer

Ms. Wright, Library Director, was asked to read the section of the By-Laws pertaining to Officers of the Board, which read that the position of Secretary/Treasurer of the Board would be held by a Kanawha County Public Library staff member as well as the position of Assistant Secretary/Treasurer. Upon motion of Mr. Moss, seconded by Mrs. Russell, it was moved that the above-named officers be elected by acclamation. The new officers are as follows:

John L. Ray	- President
Frederick Bannerot	- First Vice President
Virginia Rugeley	- Second Vice President
Linda Wright	- Secretary/Treasurer
Joel Stern	- Assistant Secretary/Treasurer

Mrs. Smith, former President, welcomed the new President, John L. Ray, to office and to preside over the remainder of the meeting. Mr. Ray introduced Mrs. Rugeley to the audience. He then thanked Mrs. Smith for the excellent job she had done as President during the past three years.

Kanawha County Bicentennial Monument for Sissonville Library. Mr. Karney Tinney, President of the Sissonville Library Board, reported that it was the desire of a group of citizens in Sissonville to place a monument on the library grounds in recognition of the Kanawha County Bicentennial. The Library Director indicated that the information needed to present the proposal to the Board had just been received. Mr. Ray indicated that the matter would first be considered by a Committee of the Board and then the entire Board.

Retirement. It was noted that Mr. Stern, Assistant Library Director, had announced his retirement at the end of August. Mr. Stern commented that he thought the substantial increase in circulation was not only because of the on-line public access catalogs but also because of the increased expenditure for materials and the emphasis on rigorously evaluating our collection.

There being no further business, the meeting on motion adjourned.

John Ray
President

Assistant Secretary

MINUTES OF A SPECIAL MEETING OF THE

BOARD OF DIRECTORS

HELD ON

JULY 11, 1988

A special meeting of the Board of Directors of Kanawha County Public Library was held on Monday, July 11, 1988 at 3:25 p.m. in the Board Room of the Library.

The following members were present:

Mr. Ray
Mrs. Chilton
Mr. Kauffelt
Mr. Moss
Mrs. Rugeley
Mrs. Russell
Mrs. Smith
Dr. Wallace

Mr. Ray, President, called the meeting to order. The Assistant Director served as Secretary. The President then recognized Dr. Wallace, Assistant Chair of the Personnel Committee.

In the absence of Dr. Bannerot, Chairman of the Personnel Committee, Dr. Wallace reported that the Library Director had reviewed the position of Assistant Director in light of Joel Stern's retirement as of August 31, 1988. In reviewing the responsibilities that Mr. Stern currently has, it is her recommendation at this time that the system has more of a need for someone with education and experience in business administration than someone with a degree in library science. The library system currently does not have the funds to support both an assistant director and a financial officer. There was some discussion concerning the salary and the handling of the "pure library"

responsibilities that Mr. Stern has been handling. After further discussion, upon motion of Dr. Wallace, seconded by Mrs. Russell, it was unanimously

RESOLVED, That the position of Library Administrative Services Officer be created to handle the financial, purchasing and physical plant maintenance responsibilities at a hiring salary not to exceed $32,649.00.

Motion carried.

Dr. Wallace then reviewed the second item of business from the Personnel Committee which dealt with Board involvement in the interviewing and hiring of professional positions. The Library Director reviewed the current practice of Board involvement in the interview and hiring of all positions at the level of Library Operations Supervisor II and above. She stated her concern about the amount of time involved on the part of Board members. She also pointed out that the subsequent time involved in getting Board approval could result in the loss of a candidate to another organization. Dr. Wallace moved, Mrs. Rugeley seconded, the following resolution:

RESOLVED, That the Library Director be given the responsibility of recruiting, selecting and hiring all budget-authorized position openings within the Library except that of Assistant Library Director; and

FURTHER RESOLVED, That, at the Library Director's discretion, assistance in recruiting and selecting Library employees will be sought from members of the Library Board.

There then followed discussion of the following areas: level of staff requiring Board level involvement, time involved in the current process, use of the special meeting to approve recommendations to hire to speed up the process.

Mr. Moss moved, Mr. Kauffelt seconded, that the resolution be tabled until the next Board meeting. The tabling motion carried with Mr. Kauffelt, Mr. Moss, Mrs. Russell, Mrs. Chilton and Mrs. Smith voting in favor of the motion.

There being no further business, the meeting adjourned at 4:15 p.m.

President

Assistant Secretary

ANNUAL REPORT

FISCAL YEAR 1987/1988

Library Board

- Three members were reappointed

  Mr. Bruce Moss, Mr. John L. Ray, Mr. John Santrock

- Two members resigned

  Mr. Arthur Fisher, Mr. Parker Smith

Personnel

Retirements: Ms. June Martin, Reference Librarian; Ms. Mary Frances Lee, Clerk II.

Resignations: Mr. Steve Crowley, Dunbar Branch Librarian;
Ms. Karen Fields, Cross Lanes Branch Librarian;
Ms. Beth Samples, Personnel Officer.

New Hires: Mrs. Judith Duncan, Head of Extension Services;
Ms. Adrienne Worthy, Community Liaison Officer;
Ms. Danny McMillion, Branch Manager for Glasgow and Marmet;
Ms. Donna Gettys, Children's Associate for St. Albans.

Promotions: Mrs. Daisy Stemple to Head of Children's Services;
Ms. Lois Leasure to Reference Services Supervisor.

- A number of training and development opportunities were provided to all levels of staff such as attendance at the national Public Library Association conference in Pittsburgh, national Bookmobile Conference in Columbus; management skills seminars such as Handling Multiple Priorities and Implementing Excellence in Charleston; and in-house workshops to develop public service skills such as the Romance Fiction Workshop and to develop technical service skills in the cataloging and mending of materials.
- A staff exchange program was implemented with the objective of broadening staff members understanding of other areas of the system. Over thirty staff members have participated in this ongoing program.
- A revision of the Classification and Pay Plans was developed and approved.

Operations

- Circulation increased 5.5 percent; over 375,000 patrons used our facilities and over 100,000 reference questions were handled.
- A task force reviewed our interlibrary delivery system. As a result of the recommendations of this task force a courier was hired, the frequency of deliveries was increased and the handling of the transfer of items from one location to another was standardized.
- Another task force reviewed our Materials Selection Policy and developed a draft of a revision of this policy.
- The use of a standardized monthly report form was initiated in order to obtain more systemwide public service management information.
- A survey was conducted and a report compiled identifying the capital needs of the system over the next five years in order to maintain our current level of service.
- Goals and objectives were developed for each unit for the period of January, 1988 to June 1989.
- A proposal was developed and approved to purchase shelving that would enable periodical backfiles at the Charleston Library to be consolidated to provide more space for other purposes and to try to deliver this aspect of our service more efficiently.
- A reorganization of library departments was proposed, approved and implemented to consolidate childrens service within one department and to provide more specific focus a separate Branch Services Department was created from the Extension Department.

- The Technical Services Department eliminated the backlog of materials awaiting cataloging and processing. Over 21,000 items were ordered, cataloged and processed during the year.
- The RECON unit of the Technical Services Department eliminated the backlog of items to be added to the database and plans were developed to complete this project by June 1989.
- Over 350 videos were selected, ordered and processed as the nucleus of a rotating video collection in the branches. Service to the public was begun June 1. The collection is composed of instructional, cultural, family and children's videos.
- A program of improving the quality of the collection was continued. This included adding and subtracting: adding new titles in weak subject areas and replacing desirable items in poor physical condition after subtracting, by weeding books with outdated contents and books in poor physical condition.
- A three month detailed study was undertaken to determine when and how the public is using each of our facilities.
- The Children's Department planned and conducted a Summer Reading Program with the theme "Lead the Parade into Summer Reading". Over 1,500 children participated.
- A systemwide inventory of periodical backfiles resulted in the publication of a consolidated list of all these holdings. To assist students the list was distributed to all local academic, junior and senior high school libraries.
- The first revision in five years of the West Virginia Foundation Directory was compiled by Elizabeth Fraser of the Reference Services Section.

- A grant was received from the Greater Kanawha Valley Foundation for $2,500 for videos in the humanities. A grant of $1,200 was awarded to Doug Goebel and the Library to develop a slide presentation on the history of the Kanawha River.

Automation

- Our most significant accomplishment this past year was the introduction of the on-line public access catalog. This has resulted in all citizens in Kanawha County having ready access to our entire book collection regardless of which location has the material needed. Our interchange of materials within the system has increased 36% since this service has begun.
- A new release of VTLS software was installed.
- Letters were sent and meetings held with representatives of VTLS to try to communicate the problems and deficiencies identified in working with the VTLS software.

Public Relations

- The newly authorized and filled position of Community Liaison Officer was created to develop and coordinate public relations systemwide.
- Desk top publishing equipment was purchased principally for this office, to improve the appearance of booklists, flyers, signs etc. for the general public.
- A number of programs and exhibits related to the Kanawha County Bicentennial were held throughout the system.
- A regular section listing new business books appears in the evening paper every other Tuesday.

- A variety of programs have been presented this past year. Just a few examples: receptions for and presentations by local authors Stan Cohen, Drollene Brown and Denise Giardiana; information for young adults on how to obtain summer jobs conducted by the 4-H, babysitting workshops conducted by the Red Cross; Jan Worthington presented programs where she portrayed Mary Draper Ingles from Kanawha County's history and Ramona Quimby a character from a series of children's books; and a series of poetry discussions lead by Sandra Marshburn and based on the PBS series "Voices and Visions."
- We celebrated National Library Week with the theme "Piece It All Together At the Library." Exhibits of quilts, demonstrations of quilting, display of colored paper quilt pieces by children and a contest to guess a mystery person from Kanawha County history were some of the activities.

Physical Plant Maintenance

- Work was done on improving the landscaping at all locations.
- Improvements were made to the second floor at the Charleston Library including painting, cleaning, the addition of a small amount of shelving to better handle audio-visual materials, and the installation of a partition to provide staff work space.
- The staff rest room on the lower level of the Charleston Library was remodeled to accommodate handicapped patrons and staff.
- The roof was repaired at the St. Albans Library and several areas in the building were painted.
- Bricks were replaced in the roof support system at the Dunbar Library and new compressors for the air conditioning system were installed.

- The roof over the entrance foyer at the Sissonville Library was replaced and new lights were installed on the outside sign.
- A large section of the shelving at the Marmet Library was repaired as was the entrance ramp. Various areas of the exterior were painted.
- Repairs were made to the outside steps and the interior stairwell at the Elk Valley Library.

Gifts

- A study carrel fitted with a special magnifying lens to aid the visually impaired was added to the first floor of the Charleston Library from the A. Guy Stone Fund. Over a thousand dollars of large print materials for the system were also purchased from this Fund.
- A donation was received from the Dunbar Rotary Club to purchase large print materials for the Dunbar Library.
- New paperback racks were purchased for the Elk Valley Library by the Elk Valley Library Board.
- A circulation desk was added at the Sissonville Library. The students at Ben Franklin provided the labor free of charge and the Sissonville Library Board purchased the materials.
- The Cross Lanes Library Board purchased an outdoor sign that allows the library to publicize various programs.
- A donation of $1,000 in memory of Phyllis Trowbridge was made to the St. Albans Library. An index table was purchased with this donation. A new photocopier was purchased by the St. Albans Library Board.

SB 11 - Above 5K